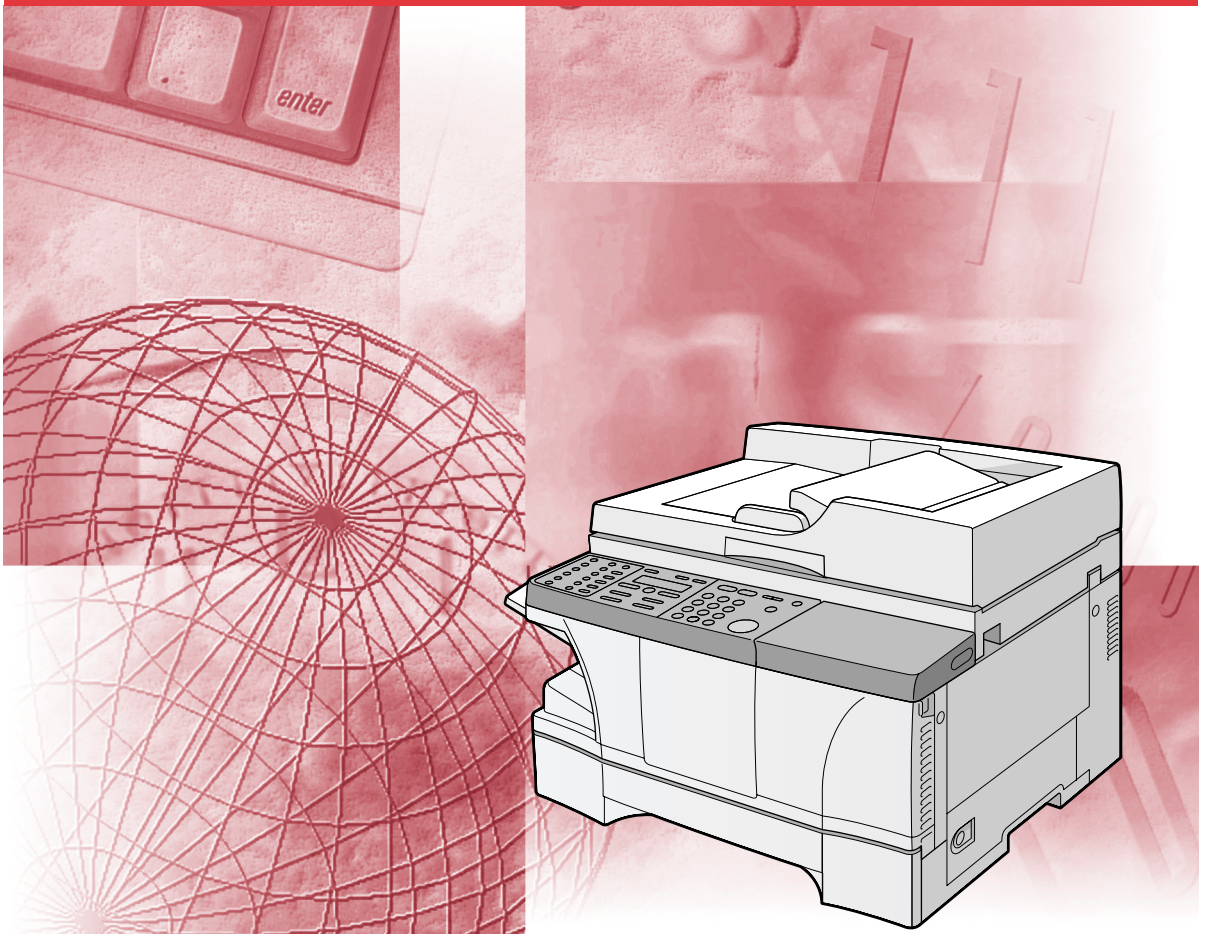
Canon

imageRUNNER 1670F

Facsimile Guide



Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER 1670F
Facsimile Guide

Manuals for the Machine

The manuals for this machine are listed below. Please refer to them for detailed information.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

- **Setup Instructions**
- **Getting Started**

Quick Start Guide

- **Basic Operations**
- **Copy Instructions**
- **Troubleshooting**

Reference Guide

- **Fax Instructions (imageRUNNER 1670F Only)**

Facsimile Guide (This Document)

- **Printer Instructions**
- **Using the CAPT (Canon Advanced Printing Technology) Software**

Printer Guide

- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Speed Dialing

Chapter 3 Sending Documents

Chapter 4 Receiving Documents

Chapter 5 Special Sending and Receiving Features

Chapter 6 Customizing Fax Settings

Chapter 7 Reports and Lists

Chapter 8 Troubleshooting

Chapter 9 Appendix

Includes the specifications of the machine and the index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon imageRUNNER 1670F. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

⚠ WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.

⚠ CAUTION

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.

IMPORTANT

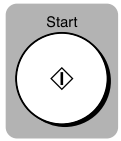
Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.

NOTE

Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

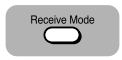
Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are shown in this manual. The control panel keys on the machine are indicated within brackets when they appear in text.



Press [Start].

Press [Set].



Press [Receive Mode].

Press [Stop/Reset].

Terms Used in This Manual

Machine	The word “machine” refers to the imageRUNNER 1670F.
Default	A setting that remains in effect unless you change it.
Document or fax	The original sheet(s) of paper you send or receive.
Menu	A list of settings from which you select an item to set up or change. A menu has a title that appears on the LCD display. Available menus and the display differ depending on the machine type and the standby display (Copy mode or Fax mode).
Transaction number	When you send or receive a document, your machine automatically assigns the document a unique transaction number. A transaction number is a four-digit number that will help you keep track of documents you send and receive.
TX/RX NO.	TX/RX NO. is the abbreviation used for transaction number.
TX	Denotes sending a fax.
RX	Denotes receiving a fax.
SCANNING COPY NO. 0001	LCD display. The contents of the LCD display may vary depending on the current settings.

Displays Used in This Manual

Information on the LCD display appears in this typeface and style:

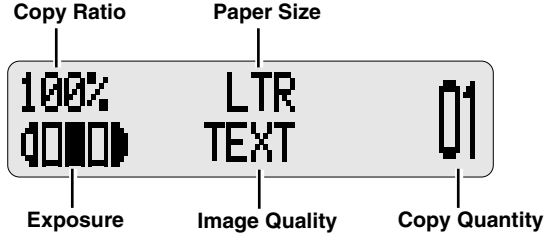
```
ADDITIONAL FUNCTIONS
 2.COPY SETTINGS
```

Menu items that appear on the LCD display are offset by < > (angular brackets) within text. For example:

Press [◀] or [▶] until <2.COPY SETTINGS> appears.

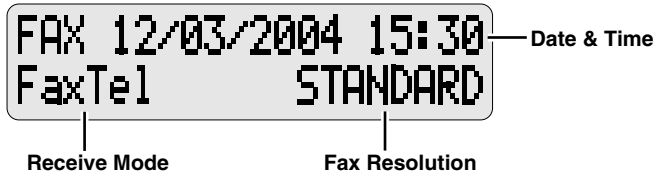
Standby Display

The standby display differs depending on whether the machine is in the Copy mode or Fax mode. In the Copy mode, the display looks like this:



You can switch from the Copy mode to the Fax mode by pressing [FAX].

In the Fax mode, the display looks like this:



Legal Notices

Users in the U.S.A.

Preinstallation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 7, "Specifications," in the *Reference Guide* for specific dimensions and weight.

B. Telephone Line Requirements

1. Only a single telephone line (touch-tone or rotary) should be used.
2. Order an RJ11-C modular wall jack (USOC code), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/fax operation is not possible.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per machine.

   DDD (Direct Distance Dial) line

   -or-

   IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards, such as the 2500 (Touch-Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX (Public Branch Exchange) unit without "Call Waiting" can be used with the machine. Key telephone systems are not recommended because they send non standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

This machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause “electrical noise.” Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise which often interferes with communications equipment and the sending or receiving of documents.

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide or the *Reference Guide*, disconnect the equipment from the telephone line cable and disconnect the power cord. The telephone line cable should not be reconnected or the power cord connected until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.

Rights of the Telephone Company

If this equipment (imageRUNNER1670F) harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

⚠ WARNING

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

✎ NOTE

In order to program this information into your machine. You should complete the procedure to register your name, unit's telephone number, time and date in Chapter 1.

Preinstallation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 7, "Appendix," in the *Reference Guide* for specific dimensions and weight.

B. Telephone Line Requirements

1. Provide only a single-line touch-tone or rotary telephone set terminated with a standard 4-pin modular telephone plug. (Touch-tone is recommended if available in your area.)
2. Order a CA11A modular jack which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per machine.

   DDD (Direct Distance Dial) line
   -or-
   IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards, such as 2500 (Touch-Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX (Private Branch Exchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send non standard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to Facilitate installation.

Notice

- This product meets the applicable Industry Canada technical specifications.

- Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.

- The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

- The REN of this product is 0.3.

- Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

- Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

⚠ CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTE

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Super G3

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission times of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No. 1 Chart, (JBIG, Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kpbs modem speeds or slower, depending on telephone line conditions.

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Before You Start Using This Machine

CHAPTER 1

This chapter explains the main features of the machine and what you should know and do before using the machine for faxing.

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Control Panel and Keys 1-3

Using the Menus and Keys 1-5

- General Guidelines for Registering Information 1-5
- Using the Menus 1-5
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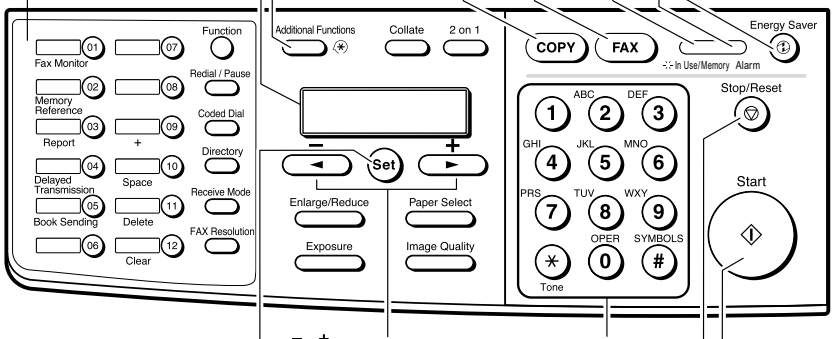
- Registering Required Sender Information 1-12
  - About Sender Information 1-12
  - Entering the Date and Time 1-13
  - Registering the Machine's Fax/Telephone Number and Name 1-14
  - Checking the Registered Information 1-16

Customer Support

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 8, "Troubleshooting," in this guide and/or in Chapter 6, "Troubleshooting," in the *Reference Guide*. If you cannot solve the problem or if you think your machine needs servicing, contact your local authorized Canon dealer.

Control Panel and Keys

This section describes the keys you use on the control panel when sending and receiving faxes.



See next page

LCD
Displays messages and prompts during operation. Also displays selections, text, and numbers when you are specifying settings.

Additional Functions Key
Customizes the way your machine operates.

COPY Key
Switches standby display to Copy mode.

FAX Key
Switches standby display to Fax mode.

In Use/Memory indicator
Flashes green when a fax is being received or sent. Lights green when the reservation of fax transmission is set, or a fax is received into the memory.

Alarm indicator
Flashes orange when the machine has a problem such as a paper jam. (The error message is displayed in the LCD).

Energy Saver Key
Sets or cancels the Energy Saver mode manually. The key lights green when the Energy Saver mode is set, and goes off when the mode is canceled.

– + ◄ ► Keys
Scroll through the selections so you can see other settings.

Set Key
Determines the contents you set or register. Also, if the document being scanned stops in the ADF, pressing this key makes the document come out automatically.

Numeric Keys
Enter numbers when dialing or registering fax/telephone numbers. Also enter characters when registering names.

Tone Key
Connects to information services that accept tone dialing only, even if you are using a rotary pulse.

Start Key
Starts sending faxes.

Stop/Reset Key
Cancels sending or receiving faxes and other operations, and returns the machine to Standby mode.

One-Touch Speed Dialing Keys
You can use the keys marked 01 to 12 to dial fax/telephone numbers that you pre-register. To dial using these keys, you need to register the number for one-touch speed dialing. When you press the [Function] key and the indicator lights green, you can use the following keys for the fax functions. Also, if fax functions are programmed into these keys, you can use them directly as one-touch keys without pressing [Function].

Fax Monitor Key
Confirms the status of fax communication.

Memory Reference Key
Confirms documents stored in the machine for memory sending or memory receiving.

Report Key
Prints a report listing fax communications, dial list, data list, or document list. You can also use this key to cancel the current print job.

Delayed Transmission Key
Specifies the fax sending time for the delayed sending function.

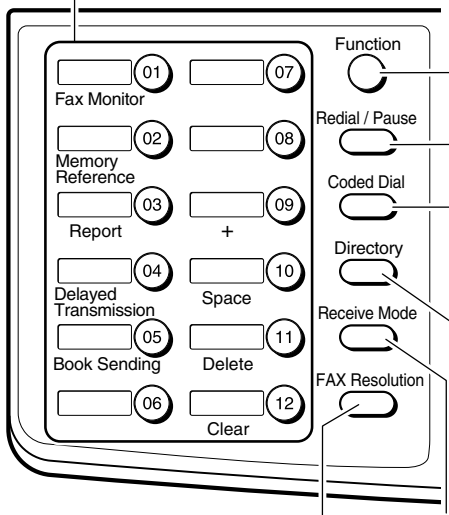
Book Sending Key
This key is used to send documents from the platen glass.

+ Key
Enters a plus sign (+).

Space Key
Enters a space between letters and numbers.

Delete Key
Deletes characters one by one.

Clear Key
Deletes all characters.



Function Key
After you press this key, you can use the keys marked 01 to 12 (except for 06 to 08) for the fax functions. The key lights green when you press the key, and goes off when you press the key again.

Redial/Pause Key
Dials the last number dialed with the numeric keys, or inserts a pause within and/or after a number.

Coded Dial Key
Use this key to dial fax/telephone numbers that you pre-register under a two-digit code. To dial using this key, you need to register a number for the coded speed dialing.

Directory Key
Searches fax/telephone numbers pre-registered under the one-touch speed dialing keys or speed dialing codes using the names of the registers.

Receive Mode Key
Selects the Receive mode.

FAX Resolution Key
Selects the fax resolution: STANDARD, FINE, PHOTO, SUPER FINE, or ULTRA FINE.

Using the Menus and Keys

This machine has a menu system that you use to specify or register various settings. These settings allow you to customize the way your machine operates. This section provides a brief overview on how to use the control panel keys to open menus, make selections, and register data.

General Guidelines for Registering Information

Always keep these points in mind while you are using the menus:

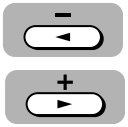
- If you pause and do not press a key for two minutes, the machine returns to the Standby mode automatically. You must then start the procedure from the beginning. You can use the <AUTO CLEAR> setting to change this time-frame. (See Chapter 4, “Timer Settings,” in the *Reference Guide*.)
- If your machine is set to manually receive, and the machine rings while you are registering information, pick up the handset. If you hear a slow beep tone, the sender is trying to send you a document. Press [Stop] → [Start] to receive the document.

Using the Menus

This section describes how to display and operate the menus from the control panel. The content and purpose of each menu is described later. (See “Additional Functions Fax Settings,” on p. 6-4.)

1 Press [Additional Functions].

ADDITIONAL FUNCTIONS
1.COMMON SETTINGS



2 Press [◀] or [▶] to display the desired menu.

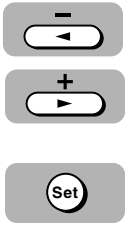
You can select from eight submenus.

ADDITIONAL FUNCTIONS 1.COMMON SETTINGS

NOTE

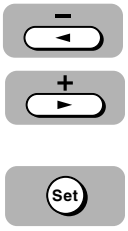
Displaying menus with [◀] or [▶] is rotational. If you press [▶] when the last menu is displayed, the display rotates to the first menu. If you press [◀] when the first menu is displayed, the display rotates to the last selection.

Open a Menu and Select an Item



1 Press [◀] or [▶] until the menu you want to open is displayed → press [Set].

ADDITIONAL FUNCTIONS 3.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS



2 Press [◀] or [▶] to browse through the menu items → press [Set] to go to the next level.

FAX SETTINGS 3.TX SETTINGS	→	TX SETTINGS 1.ECM TX

Return to the Previous Level

1 Press [Additional Functions] to return to the previous level and continue browsing.

If you continue to press [Additional Functions], the machine returns to the Standby mode.

1 Press [Stop/Reset] to return the machine to the Standby mode.

NOTE

If you do not press a key for two minutes, the machine automatically returns to the Standby mode.

Entering Names, Numbers, and Symbols

When you come to a step that requires you to enter a name for data registration, follow the procedure below.

In a display that requires a name entry, the letter or number in the upper right corner of the LCD display tells you the entry mode.

```
                    :A
_
```

NOTE

You must press [Function] before you can use the [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ key. When you press [Function], the key lights up.

1 Press [∗] on the numeric keypad to change the entry mode.

Display	Entry Mode	What It Does
:A	Text	Allows you to enter upper and lower case letters. You can also press [#] to enter a symbol.
:1	Number	Allows you to enter numbers.

NOTE

The keys on the numeric keypad are clearly labeled with one number and some letters.

2 Press the appropriate key to enter a letter or number.

If text (:A) is the chosen entry mode, press the key continuously until the upper or lower case letter you want appears.

If you go past the letter you want, press the key continuously until it appears again.

NOTE

Each key contains the upper and lower case letters for its group of letters. (For example: ② contains the letters ABCabc)

3 Enter the next letter, if necessary.

If the next letter you want to enter is in the same key, press [▶] to move the cursor to the right one space. Then, press the key continuously until the letter you want appears.

If the next letter you want to enter is in a different key, just press that key to move the cursor to the right and display the first letter of that group.

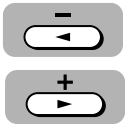
Follow these steps to enter the word 'Canon':

Press [2] until you see an uppercase <C> → press [▶] to move the cursor to the right → press [2] until you see a lowercase <a>. Press [6] until you see a lowercase <n> → press [▶] to move the cursor to the right → press [6] until an <o> appears → press [▶] to move the cursor to the right → press [6] again until an <n> appears.

NOTE

- You can also enter symbols. Press [#] until you see the symbol you want. However, you cannot enter symbols if the number mode is selected.
- To enter a space, make sure that [Function] is lit → press [Space] ⑩.

Correcting a Mistake



1 Press [◀] or [▶] to move the cursor left or right to position it under the incorrect letter → press [Delete] ⑪ → enter the correct letter.

NOTE

Make sure that [Function] is lit → press [Clear] ⑫ to delete the entire entry → start again.

Menu Key Summary Table

Key	Description
◀ ▶	These keys display the next or previous menu item, or move the cursor left or right. Press [▶] to display the next item in the menu. If you press [▶] when the last item is displayed, the display rotates to the first item on the menu. Press [◀] to display the previous item in the menu. If you press [◀] when the first item is displayed, the display rotates to the last item on the menu.
Set	Press [Set] to select the current item and display the next level of the menu.
*	Switches between the entry modes. :A Text entry mode. Enables you to enter letters. :1 Number entry mode. Enables you to enter numbers.
[2] to [9]	More than one letter is assigned to a key. Press [*] to enter the text entry mode, then press the key for the letter you want to enter. If the letter you want to enter is not displayed first, press the key continuously until it appears. If the next letter is under a different key, press that key to display the first letter of the group, and press the key continuously until the letter you want appears. If the next letter is under the same key, press [▶] to move the cursor to the right one space, then press the key again to display the first letter of the group. Press the key continuously until the letter you want appears.
#	Press [#] to enter a symbol. You can enter symbols in the text entry mode only. Press [#] continuously until the symbol you want is displayed. You can enter these symbols: – . * # ! " , ; : ^ ` _ = / | ' ? $ @ % & + \ → ( ) [ ] { } < >
Space* ⑩	Enters a space between letters or numbers. You may enter spaces in telephone numbers—they do not affect dialing. Pressing [Space] also deletes the character at the cursor position.
Delete* ⑪	Deletes the letter or number at the cursor position.
Clear* ⑫	Clears the entire entry if you want to erase it and start again.
Stop/Reset	After you are finished making settings or registering information, press [Stop/Reset] to return the machine to the Standby mode.

*[Function] must be lit for you to use these keys.

Things You Must Do Before Using This Machine

The following registrations and procedures must be completed before you can use the machine for fax operations.

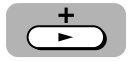
Checking and Setting the Telephone Line Type

If you are not sure what type of telephone line you have, check with your local telephone company. To operate the machine, you must know if the machine is connected to a touch-tone or rotary pulse line.

The machine can be set to operate with either type of telephone line. The machine is set to operate through a touch-tone line without making adjustments.

Use this procedure to switch the Fax setup between tone and pulse dialing.

1 **Press [Additional Functions].**



2 **Press [◀] or [▶] to display <3.FAX SETTINGS>.**

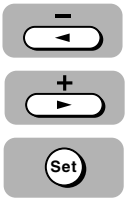
ADDITIONAL FUNCTIONS 3.FAX SETTINGS

3 **Press [Set] three times.**

FAX SETTINGS 1.USER SETTINGS

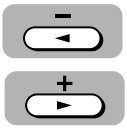
USER SETTINGS 1.TEL LINE SETTINGS

TEL LINE SETTINGS 1.USER TEL NO.



4 **Press [◀] or [▶] to display <2.TEL LINE TYPE> → press [Set].**

TEL LINE SETTINGS 2.TEL LINE TYPE	→	TEL LINE TYPE TOUCH TONE



5 **Press [◀] or [▶] to display the telephone line type setting you want to set.**

TEL LINE TYPE ROTARY PULSE

You can select from the following:

- ROTARY PULSE
- TOUCH TONE

6 **Press [Set].**

TEL LINE SETTINGS 3.TX START SPEED

7 **Press [Stop/Reset] to return the machine to the Standby mode.**

Registering Required Sender Information

According to recent amendments to the FCC rules governing the use of facsimile equipment in the United States, the following sender information must be printed on every facsimile transmission:

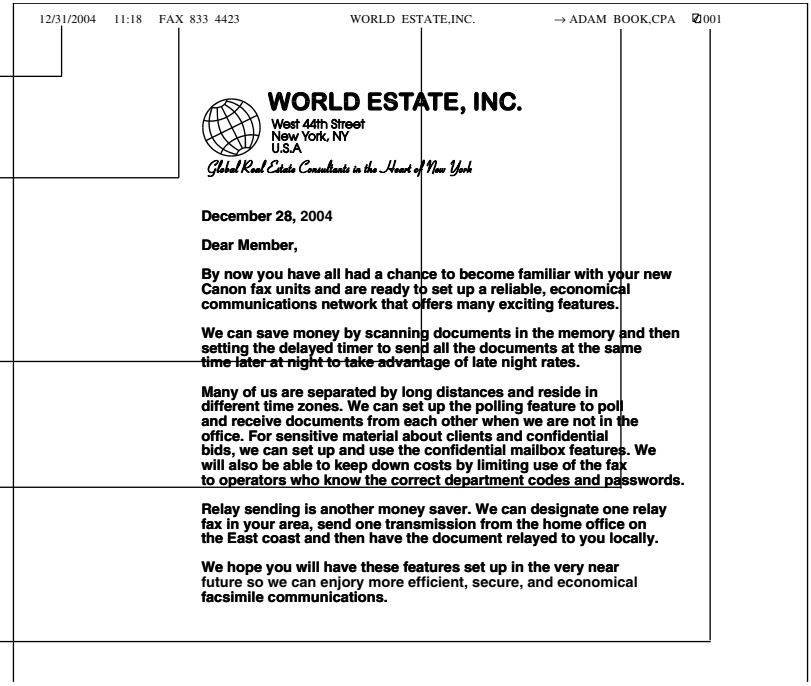
- Your fax/telephone number
- Your personal name or company's name
- Time and date of transmission

NOTE

Your machine is already set to print this information at the top of every document you send, but you must register this information in the machine as described in this chapter.

About Sender Information

After your fax is sent, the recipient knows immediately where it came from because your sender information is printed at the top of every page you send.


12/31/2004 11:18 FAX 833 4423
WORLD ESTATE,INC.
→ ADAM BOOK,CPA
001
WORLD ESTATE, INC.
West 44th Street
New York, NY
U.S.A
Global Real Estate Consultants in the Heart of New York
December 28, 2004
Dear Member,
By now you have all had a chance to become familiar with your new Canon fax units and are ready to set up a reliable, economical communications network that offers many exciting features.
We can save money by scanning documents in the memory and then setting the delayed timer to send all the documents at the same time later at night to take advantage of late night rates.
Many of us are separated by long distances and reside in different time zones. We can set up the polling feature to poll and receive documents from each other when we are not in the office. For sensitive material about clients and confidential bids, we can set up and use the confidential mailbox features. We will also be able to keep down costs by limiting use of the fax to operators who know the correct department codes and passwords.
Relay sending is another money saver. We can designate one relay fax in your area, send one transmission from the home office on the East coast and then have the document relayed to you locally.
We hope you will have these features set up in the very near future so we can enjory more efficient, secure, and economical facsimile communications.

Date and Time
This is the date and time of the transmission.

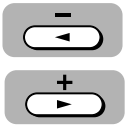
Telephone Number
This is your fax/telephone number. You can set TX TERMINAL ID feature to set the prefix for this number as FAX or TEL.

Unit Name or Sender's Name
This is the UNIT NAME or a sender's name.

Destination
If you dialed with a speed dialing key, the other party's name appears here.

Page Number
The page number of the document.

1 Press [Additional Functions].



2 Press [◀] or [▶] to display <5.TIMER SETTINGS>.

ADDITIONAL FUNCTIONS 5.TIMER SETTINGS

3 Press [Set] twice.

The date and time currently set for the machine are displayed.

TIMER SETTINGS 1.DATE/TIME SETTING	→	DATE/TIME SETTING 09/03/04 12:10

4 Enter the correct month, day, year, and time, in this order, using the numeric keys.

DATE/TIME SETTING 09/03/04 15:30

- Press [◀] or [▶] to move the cursor under the number you want to change → enter the correct number.
- Enter only the last two digits of the year.
- Use the 24-hour format for the time setting, such as 13:00 for 1:00 p.m.

5 Press [Set].

DATE/TIME SETTING DATA ENTRY OK	→	TIMER SETTING 2.AUTO CLEAR

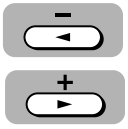
6 Press [Stop/Reset] to return the machine to the Standby mode.

Registering the Machine's Fax/Telephone Number and Name

NOTE

[Function] must be lit for you to use the [Space] ⑩, [Delete] ⑪, [Clear] ⑫, or [+] ⑨ key. If [Function] is not lit, press [Function].

1 Press [Additional Functions].



2 Press [◀] or [▶] to display <3.FAX SETTINGS>.

ADDITIONAL FUNCTIONS 3.FAX SETTINGS

3 Press [Set] four times.

FAX SETTINGS 1.USER SETTINGS	→	USER SETTING 1.TEL LINE SETTINGS	→	
TEL LINE SETTINGS 1.USER TEL NO.	→	USER TEL NO. TEL=		

4 Enter your fax number (max. 20 digits, including spaces) using the numeric keys.

USER TEL NO. TEL= 123 4567

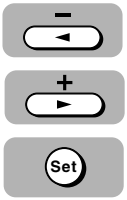
- If you have already registered your fax/telephone number, the previous entry will be displayed. To change your fax/telephone number, use the numeric keys.
- Press [Space] ⑩ to enter a space.
- To enter a plus sign (+) before the number, press [+] ⑨.
- If you make a mistake, press [Delete] ⑪ or [◀] to delete the last number, or press [Clear] ⑫ to delete the entire entry.

5 Press [Set].

USER TEL NO. DATA ENTRY OK	→	TEL LINE SETTINGS 2.TEL LINE TYPE

6 Press [Additional Functions].

USER SETTINGS 1.TEL LINE SETTINGS



7 Press [◀] or [▶] to display <2.UNIT NAME> → press [Set].

USER SETTINGS 2.UNIT NAME	→	:A _

8 Enter your name or company's name (max. 24 characters, including spaces), using the numeric keys.

:A CANON

- If you are unsure how to enter characters, see "Entering Names, Numbers, and Symbols," on p.1-7.
- If you have already registered your name or company's name, the previous entry will be displayed. To change your name, press [Clear] ⑫ to delete the previous entry and re-enter the name.
- Press [Space] ⑩ to enter a space and move the cursor to the right.
- If you make a mistake, press [◀] or [▶] to move the cursor under the character you want to delete → press [Delete] ⑪ or press [Clear] ⑫ to delete all the characters.

9 Press [Set].

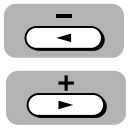
:A DATA ENTRY OK	→	USER SETTING 3. TX TERMINAL ID

10 Press [Stop/Reset] to return the machine to Standby mode.

Checking the Registered Information

You can print the User's Data List to check the sender information and current settings of your machine.

1 Press [Additional Functions].



2 Press [◀] or [▶] to display <7.PRINT LISTS>.

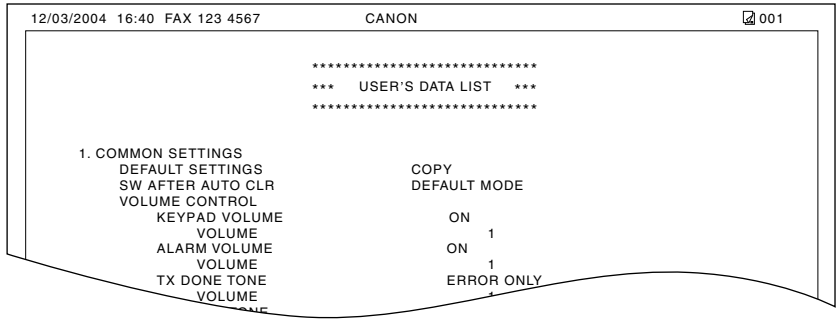
ADDITIONAL FUNCTIONS 7.PRINT LISTS

3 Press [Set] twice.

PRINT LISTS 1.USER DATA

- The machine returns to the Standby mode and then prints the User's Data List.
- You can also print the User's Data List by pressing [Report] ⑬. (See "Report and List Summary," on p. 7-2).

The sender information is shown at the top of the list. The current settings of the machine are listed after this.



Speed Dialing

CHAPTER 2

This chapter describes the speed dialing methods and how to set them up.

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Speed Dialing Methods 2-2
One-Touch Speed Dialing 2-3
Registering Numbers 2-3
Changing/Deleting an Entry 2-5
Changing a One-Touch Speed Dialing Entry 2-6
Deleting a One-Touch Speed Dialing Entry 2-7
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About Speed Dialing

Speed dialing allows you to streamline and customize dialing procedures by registering a telephone number and other important settings so you can start a document transmission by pressing only a few keys.

Speed Dialing Methods

There are three speed dialing methods:

■ *One-Touch Speed Dialing*

One-touch speed dialing allows you to start a document transmission by pressing only one key. You can register up to 12 numbers for one-touch speed dialing.

■ *Coded Speed Dialing*

Coded speed dialing allows you to start a document transmission by pressing [Coded Dial], followed by a two-digit code of your choice. While coded speed dialing requires you to press more keys, it allows you to register up to 100 numbers.

■ *Group Dialing*

Group dialing allows you to dial a group of registered one-touch and/or coded speed dialing fax numbers. By registering each group under a one-touch speed dialing key or a speed dialing code, you press only one or a few keys to send the same document to several locations.

The following pages describe how to register numbers for speed dialing. For instructions on dialing using the speed dialing methods, see Chapter 3, “Sending Documents.”

One-Touch Speed Dialing

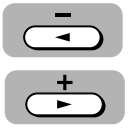
One-touch speed dialing allows you to dial a number and send a document by pressing one key. You can store up to 12 numbers for one-touch speed dialing.

Registering Numbers

NOTE

[Function] must be lit for you to use the [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ keys. If [Function] is not lit, press [Function].

1 Press [Additional Functions].

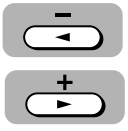


2 Press [◀] or [▶] to display <4.ADD. REGISTRATION>.

ADDITIONAL FUNCTIONS 4.ADD. REGISTRATION

3 Press [Set] twice.

ADD. REGISTRATION 1.1-TOUCH SPD DIAL	→	1-TOUCH SPD DIAL 01= 123 456 7890



4 Press [◀] or [▶] to display a one-touch speed dialing key (01 to 12).

1-TOUCH SPD DIAL 04=

- If a fax/telephone number is already registered in the key, that number is displayed.
- If a group is already registered in the key, <GROUP DIAL> appears.
- If fax functions have been programmed into keys marked 01 to 12 using the <PROG 1-TOUCH KEY> setting in the <ADDITIONAL FUNCTIONS> menu, <PROG 1-TOUCH KEY> appears. (See “Fax Settings,” on p. 6-6 for details.)

5 Press [Set] twice.

1-TOUCH SPD DIAL 1.TEL NUMBER ENTRY	→	TEL NUMBER ENTRY TEL=_

6 Enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses), using the numeric keys.

```
TEL NUMBER ENTRY
TEL=2 50921_
```

- Press [Space] ⑩ to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialing.
- Press [Redial/Pause] to enter a pause.
- If you make a mistake, move the cursor under the number you want to delete by pressing [◀] or [▶]. Press [Delete] ⑪ to delete one number at a time, or press [Clear] ⑫ to clear the entire entry.

7 Press [Set] twice.

TEL NUMBER ENTRY DATA ENTRY OK	→	1-TOUCH SPD DIAL 2.NAME

```
                    :A
_
```

8 Enter the name that goes with the number (max. 16 characters, including spaces), using the numeric keys.

```
                    :A
Canon ITALIA
```

If you are unsure how to enter characters, see “Entering Names, Numbers, and Symbols,” on p. 1-7.

9 **Press [Set].**

:A DATA ENTRY OK	→ 1-TOUCH SPD DIAL 3.OPTIONAL SETTING

For details on the OPTIONAL SETTING features, see “ADD. Registration,” on p. 6-13.

10 **To continue registering other one-touch speed dialing keys, press [Additional Functions] → repeat the procedure from step 4.**

11 **Press [Stop/Reset] to return the machine to the Standby mode.**

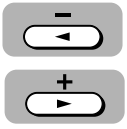
NOTE

Place the destination labels on your machine for easy reference when dialing.

Changing/Deleting an Entry

[Function] must be lit for you to use the [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ keys. If [Function] is not lit, press [Function].

1 **Press [Additional Functions].**

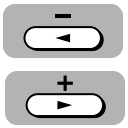


2 **Press [◀] or [▶] to display <4.ADD. REGISTRATION>.**

ADDITIONAL FUNCTIONS 4.ADD. REGISTRATION

3 **Press [Set] twice.**

ADD. REGISTRATION 1.1-TOUCH SPD DIAL	→ 1-TOUCH SPD DIAL 01= 123 456 7890



4 **Press [◀] or [▶] to display the one-touch speed dialing key assigned to the entry you want to change or delete.**

```
1-TOUCH SPD DIAL
 06=       123  456  7890
```

5 **Press [Set] twice.**

```
1-TOUCH SPD DIAL
 1.TEL NUMBER ENTRY
```

→

```
TEL NUMBER ENTRY
TEL=1  123  456  7890_
```

Changing a One-Touch Speed Dialing Entry

Perform steps 1 through 5 above.

6 **Press [Clear] ⑫ to delete the previous entry → re-enter the fax/telephone number.**

```
TEL NUMBER ENTRY
TEL=1  123  456  7890_
```

- If you do not want to change the fax/telephone number, proceed to step 8.
- Press [Space] ⑩ to enter a space and move the cursor to the next digit. Spaces are optional and ignored during dialing.
- Press [Redial/Pause] to enter a pause.
- If you make a mistake, move the cursor under the number you want to delete by pressing [◀] or [▶]. Press [Delete] ⑪ to delete one number at a time.

7 **Press [Set] twice.**

```
TEL NUMBER ENTRY
DATA ENTRY OK
```

```
1-TOUCH SPD DIAL
 2.NAME
```

→

```
                    :A
Canon OPTIX_
```

Clear

8 **Press [Clear] ⑫ to delete the previous entry → re-enter the name.**

```
                    :A
Canon OPTICS
```

- If you do not want to change the name, proceed to step 9.
- If you are unsure how to enter characters, see "Entering Names, Numbers, and Symbols," on p. 1-7.

Set

9 **Press [Set].**

```
                    :A
DATA ENTRY OK
```

→

```
1-TOUCH SPD DIAL
 3.OPTIONAL SETTING
```

Stop/Reset

10 **Press [Stop/Reset] to return the machine to the Standby mode.**

Deleting a One-Touch Speed Dialing Entry

Perform steps 1 through 5 in "Changing/Deleting an Entry," on p. 2-5.

Clear

6 **Press [Clear] ⑫ to delete the fax/telephone number.**

```
TEL NUMBER ENTRY
TEL=
```

If you do not want to delete the fax/telephone number, proceed to step 8.

Set

7 **Press [Set].**

```
TEL NUMBER ENTRY
ERASING END
```

→

```
1-TOUCH SPD DIAL
 2.NAME
```

Stop/Reset

8 **Press [Stop/Reset] to return the machine to the Standby mode.**

The registered name is automatically cleared when you clear the fax/telephone number.

Coded Speed Dialing

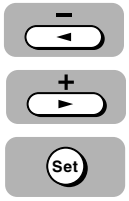
Coded speed dialing allows you to dial a number and send a document by pressing [Coded Dial], followed by a two-digit code. You can register up to 100 numbers.

Registering Numbers

NOTE

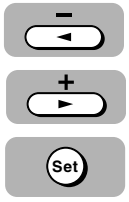
[Function] must be lit for you to use the [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ keys. If [Function] is not lit, press [Function].

1 Press [Additional Functions].



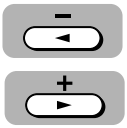
2 Press [◀] or [▶] to display <4.ADD. REGISTRATION> → press [Set].

ADDITIONAL FUNCTIONS 4.ADD. REGISTRATION	→	ADD. REGISTRATION 1.1-TOUCH SPD DIAL



3 Press [◀] or [▶] to display <2.CODED SPD DIAL> → press [Set].

ADD. REGISTRATION 2.CODED SPD DIAL	→	CODED SPD DIAL ∗00= 2131 1250



4 Press [◀] or [▶] to display a speed dialing code (00 to 99).

```
CODED SPD DIAL
 ∗02=
```

- If a fax/telephone number is already registered for the code, that number is displayed.
- If a group is registered for the code, <GROUP DIAL> appears.

5 Press [Set] twice.

```
CODED SPD DIAL
 1.TEL NUMBER ENTRY
```

→

```
TEL NUMBER ENTRY
TEL=_
```

6 Enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses), using the numeric keys.

```
TEL NUMBER ENTRY
TEL=1  49  39  25  25_
```

- Press [Space] ⑩ to enter a space and move the cursor to the next digit. Spaces are optional and ignored during dialing.
- Press [Redial/Pause] to enter a pause.
- If you make a mistake, move the cursor under the number you want to delete by pressing [◀] or [▶]. Press [Delete] ⑪ to delete one number at a time, or press [Clear] ⑫ to clear the entire entry.

7 Press [Set] twice.

```
TEL NUMBER ENTRY
DATA ENTRY OK
```

```
CODED SPD DIAL
 2.NAME
```

→

```
                    :A
_
```

8 Enter the name that goes with the number (max. 16 characters, including spaces), using the numeric keys.

```
                    :A
Canon FRANCE
```

If you are unsure how to enter characters, see “Entering Names, Numbers, and Symbols,” on p. 1-7.

9 Press [Set].

```
                    :A
DATA ENTRY OK
```

→

```
CODED SPD DIAL
 3.OPTIONAL SETTING
```

For details on the OPTIONAL SETTING features, see “ADD. Registration,” on p. 6-13.

10 To continue registering other speed dialing codes, press [Additional Functions] → repeat the procedure from step 4.

11 Press [Stop/Reset] to return the machine to the Standby mode.

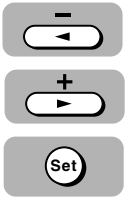
NOTE

You can print the Coded Dial List showing all the numbers and names registered for coded speed dialing. (See “Speed Dialing Lists,” on p. 2-18).
Keep this list near your machine for easy reference when dialing.

Changing/Deleting a Coded Speed Dialing Entry

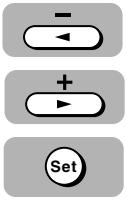
[Function] must be lit for you to use the [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ keys. If [Function] is not lit, press [Function].

1 **Press [Additional Functions].**



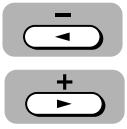
2 **Press [◀] or [▶] to display <4.ADD. REGISTRATION> → press [Set].**

ADDITIONAL FUNCTIONS 4.ADD. REGISTRATION	→	ADD. REGISTRATION 1.1-TOUCH SPD DIAL



3 **Press [◀] or [▶] to display <2.CODED SPD DIAL> → press [Set].**

ADD. REGISTRATION 2.CODED SPD DIAL	→	CODED SPD DIAL ∗00= 2131 1250



4 **Press [◀] or [▶] to display the speed dialing code assigned to the entry you want to change or delete.**

CODED SPD DIAL ∗32= 81 773 3115

5 **Press [Set] twice.**

CODED SPD DIAL 1.TEL NUMBER ENTRY	→	TEL NUMBER ENTRY TEL=81 773 3115_

Perform steps 1 through 5 above.

Clear

6 Press [Clear] ⑫ to delete the previous entry → re-enter the fax/telephone number.

```
TEL NUMBER ENTRY
TEL=81  773  3173_
```

- If you do not want to change the fax/telephone number, proceed to step 8.
- Press [Space] ⑩ to enter a space and move the cursor to the next digit. Spaces are optional and ignored during dialing.
- Press [Redial/Pause] to enter a pause.
- If you make a mistake, move the cursor under the number you want to delete by pressing [◀] or [▶]. Press [Delete] ⑪ to delete one number at a time.

Set

7 Press [Set] twice.

```
TEL NUMBER ENTRY
  DATA ENTRY OK
```

```
CODED SPD DIAL
  2.NAME
```

→

```
                    :A
Canon UC_
```

Clear

8 Press [Clear] ⑫ to delete the previous entry → re-enter the name.

```
                    :A
Canon UK
```

If you do not want to change the name, proceed to step 9.

9 **Press [Set].**

:A DATA ENTRY OK	→ CODED SPD DIAL 3.OPTIONAL SETTING

10 **Press [Stop/Reset] to return the machine to the Standby mode.**

Deleting a Coded Speed Dialing Entry

Perform steps 1 through 5 in "Changing/Deleting a Coded Speed Dialing Entry," on p. 2-11.

6 **Press [Clear] ⑫ to delete the fax/telephone number.**

TEL NUMBER ENTRY TEL=

If you do not want to delete the fax/terephone number, proceed to step 8.

7 **Press [Set].**

TEL NUMBER ENTRY ERASING END	→ CODED SPD DIAL 2.NAME

8 **Press [Stop/Reset] to return the machine to the Standby mode.**

The registered name is automatically cleared when you clear the fax/telephone number.

Group Dialing

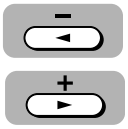
Group dialing allows you to register several fax/telephone numbers for one-touch or coded speed dialing.

Creating Groups

NOTE

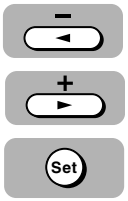
[Function] must be lit for you to use the [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ keys. If [Function] is not lit, press [Function].

1 Press [Additional Functions].



2 Press [◀] or [▶] to display <4.ADD. REGISTRATION> → press [Set].

ADDITIONAL FUNCTIONS 4.ADD. REGISTRATION	→	ADD. REGISTRATION 1.1-TOUCH SPD DIAL



3 Press [◀] or [▶] to display <3.GROUP DIAL> → press [Set].

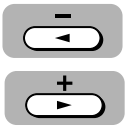
ADD. REGISTRATION 3.GROUP DIAL	→	GROUP DIAL 01=1-TOUCH SPD DIAL

4 Select the one-touch speed dialing key or speed dialing code under which you want to register the group.

NOTE

- If you wish to register a group under an already registered one-touch speed dialing key or speed dialing code, or if you want to re-enter a group, you must delete the previous information first.
- Do not register a group under a one-touch speed dialing key or speed dialing code in which <SUBADDRESS TX> or <POLLING RX> has been set. If you do so, you cannot send faxes to the parties that have a subaddress or password registered.

● **Registering a group under a one-touch speed dialing key**



❑ Press [◀] or [▶] to display the key under which you want to register the group (01 to 12).

```
GROUP DIAL
 03=
```

- If a fax/telephone number is already registered in this key, <1-TOUCH SPD DIAL> or <GROUP DIAL> appears.
- If fax functions have been programmed into keys marked 01 to 12 using the <PROG 1-TOUCH KEY> setting in the <ADDITIONAL FUNCTIONS> menu, <PROG 1-TOUCH KEY> appears. (See "Fax Settings," on p. 6-6 for details.)

● **Registering a group under a speed dialing code**

❑ Press [Coded Dial] → enter the two digit code under which you want to register the group (00 to 99), using the numeric keys.

```
GROUP DIAL
∗21=
```

If a fax/telephone number is already registered in this key, the message <CODED SPD DIAL> or <GROUP DIAL> appears.

5 Press [Set] twice.

```
GROUP DIAL
 1.TEL NUMBER ENTRY
```

→

```
TEL=
```

6 Enter the one-touch and/or coded speed dialing numbers you want to register in the group.

- You cannot register numbers in groups that have not been registered for speed dialing.
- You can review the numbers registered in the group by pressing [◀] or [▶].
  - If you want to delete one of these numbers from the group, press [◀] or [▶] to display the number you want to delete → press [Clear] ⑫. The message <ERASING END> is displayed.
  - If you want to delete all of the numbers in the group, press [◀] or [▶] to display the first number in the group → press [Clear] ⑫ repeatedly until all of the numbers are deleted. Deleting all of the numbers cancels the group.
- The group's name is not deleted even if you delete all of the numbers.
- You can cancel registering numbers and return the machine to the Standby mode by pressing [Stop/Reset] anytime before pressing [Set] in step 7.

● Entering a destination registered for one-touch speed dialing

❑ Press the one-touch speed dialing key assigned to each number you want to register in the group.
❑ Repeat for the other keys.

```
TEL=              2  50921
 04  Canon  ITALIA
```

● Entering a destination registered for coded speed dialing

❑ Press [Coded Dial] → enter the two-digit code assigned to the number you want to register in the group using the numeric keys.
❑ Repeat for the other codes.

```
TEL=      1  49  39  25  25
*02  Canon  FRANCE
```

7 Press [Set] twice.

```
GROUP DIAL
 2.NAME
```

→

```
                          :A
_
```

8 Enter a name for the group (max. 16 characters, including spaces), using the numeric keys.

:1
Canon GROUP 2_

If you do not want to register a name, proceed to step 9.

9 Press [Set].

:1 DATA ENTRY OK	→	GROUP DIAL 3.TX TIME SETTING

You can specify up to five different transmission times. (See “GROUP DIAL,” on p. 6-14.)

10 To continue registering other groups, press [Additional Functions] → repeat the procedure from step 4.

11 Press [Stop/Reset] to return the machine to the Standby mode.

NOTE

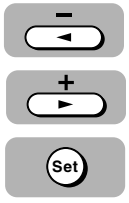
You can print the Group Dial List showing all the numbers and names registered for group dialing. (See “Speed Dialing Lists,” on p. 2-18).
Keep this list near your machine for easy reference when dialing.

Speed Dialing Lists

You can print lists of the fax/telephone numbers you have registered for speed dialing. Keep these lists near your machine so you can refer to them when dialing.

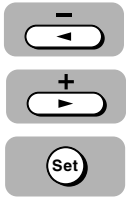
Printing Speed Dialing Lists

1 Press [Additional Functions].



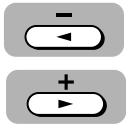
2 Press [◀] or [▶] to display <7.PRINT LISTS> → press [Set].

ADDITIONAL FUNCTIONS 7.PRINT LISTS	→	PRINT LISTS 1.USER DATA



3 Press [◀] or [▶] to display <2.SPEED DIAL LIST> → press [Set].

PRINT LISTS 2.SPEED DIAL LIST	→	SPEED DIAL LIST 1.1-TOUCH LIST



4 Press [◀] or [▶] to display the list you want to print.

SPEED DIAL LIST 2.CODED DIAL LIST

You can select from the following:

<1.1-TOUCH LIST>

<2.CODED DIAL LIST>

<3.1-TOUCH (DETAIL)>

<4.CODED (DETAIL)>

<5.GROUP DIAL LIST>

Set

5 Press [Set].

```
1-TOUCH LIST
 1.NO SORT
```

If you selected <1-TOUCH LIST>, <CODED DIAL LIST>, <1-TOUCH (DETAIL)>, or <CODED (DETAIL)>, select <SORT> or <NO SORT>, depending on the order you want the list to be printed:

Select <1.NO SORT> to print the list in key number order.

Select <2.SORT> to print the list in alphabetical order by destination name.

Set

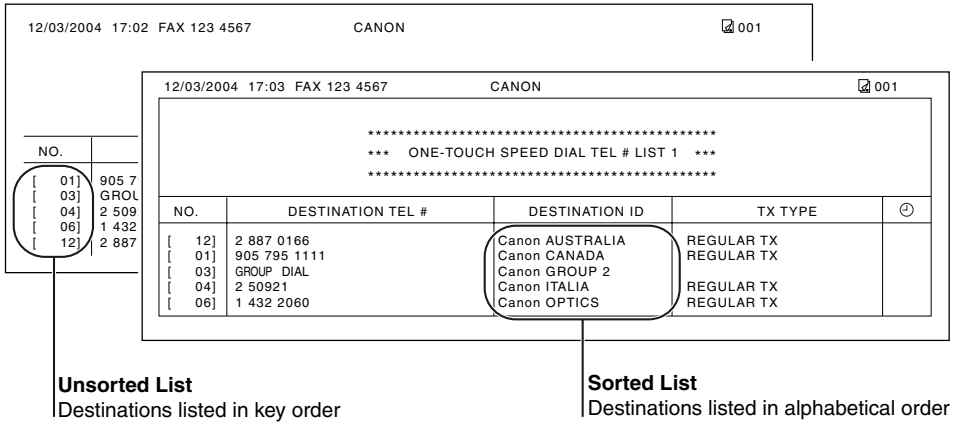
6 Press [Set].

The machine prints the list and returns the machine to the Standby mode.

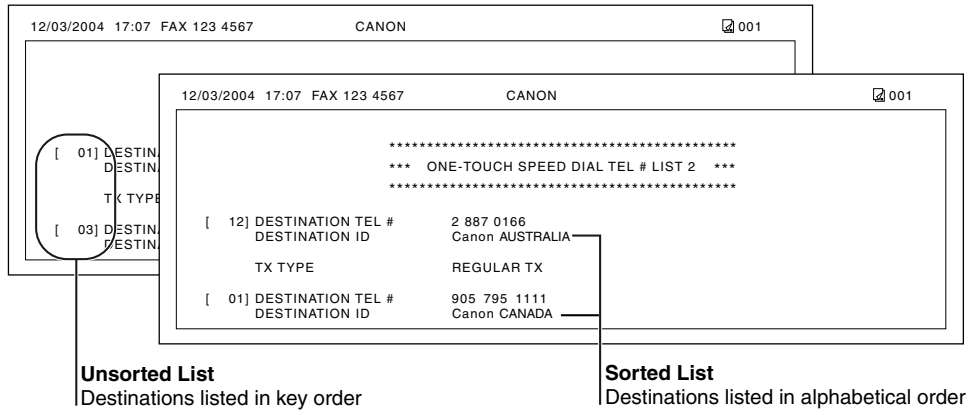
NOTE

You can also print the list by pressing [Report] (03). You must perform this procedure in the Fax mode. Press [Function] ([Function] lights) → press [Report] (03) → select <2.SPEED DIAL LIST> → press [Set]. Continue from step 4 above.

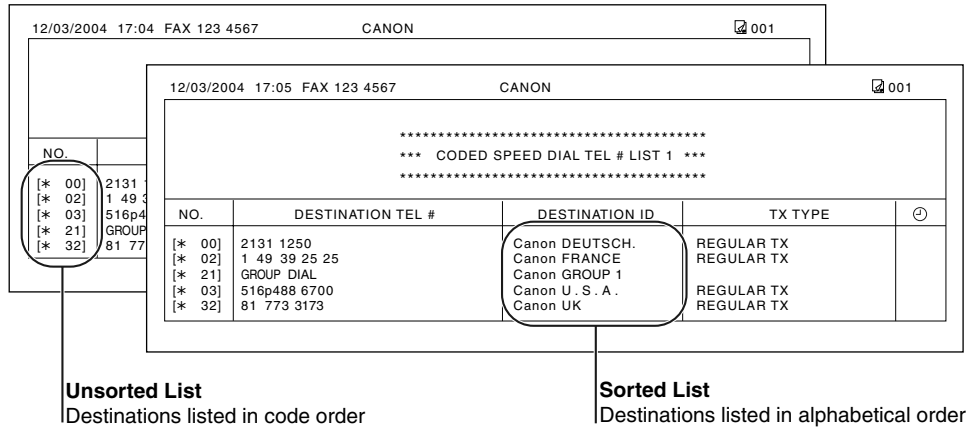
1-Touch List Sample


12/03/2004 17:02 FAX 123 4567 CANON 001
NO.
[01] 905 7
[03] GROU
[04] 2 509
[06] 1 432
[12] 2 887
12/03/2004 17:03 FAX 123 4567 CANON 001
*** ONE-TOUCH SPEED DIAL TEL # LIST 1 ***
NO. DESTINATION TEL # DESTINATION ID TX TYPE
[12] 2 887 0166 Canon AUSTRALIA REGULAR TX
[01] 905 795 1111 Canon CANADA REGULAR TX
[03] GROUP DIAL Canon GROUP 2
[04] 2 50921 Canon ITALIA REGULAR TX
[06] 1 432 2060 Canon OPTICS REGULAR TX
Unsorted List
Destinations listed in key order
Sorted List
Destinations listed in alphabetical order

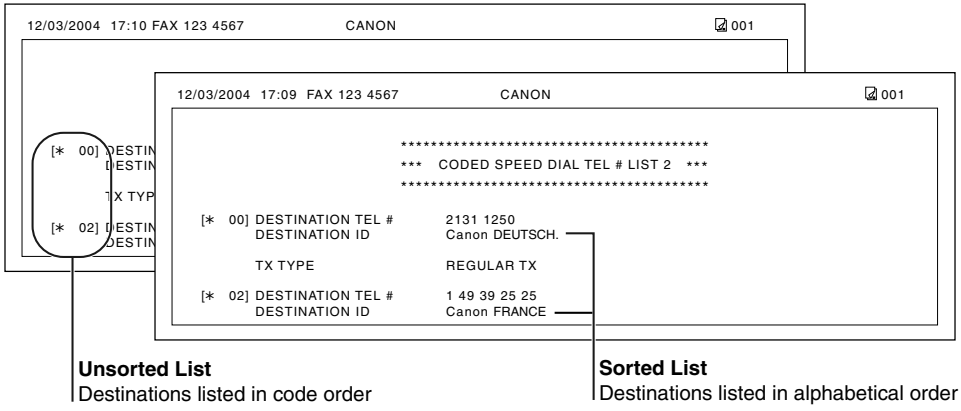
1-Touch (Detail) Sample


12/03/2004 17:07 FAX 123 4567 CANON 001
12/03/2004 17:07 FAX 123 4567 CANON 001
****
*** ONE-TOUCH SPEED DIAL TEL # LIST 2 ***
****
[12] DESTINATION TEL # 2 887 0166
DESTINATION ID Canon AUSTRALIA
TX TYPE REGULAR TX
[01] DESTINATION TEL # 905 795 1111
DESTINATION ID Canon CANADA
Unsorted List
Destinations listed in key order
Sorted List
Destinations listed in alphabetical order

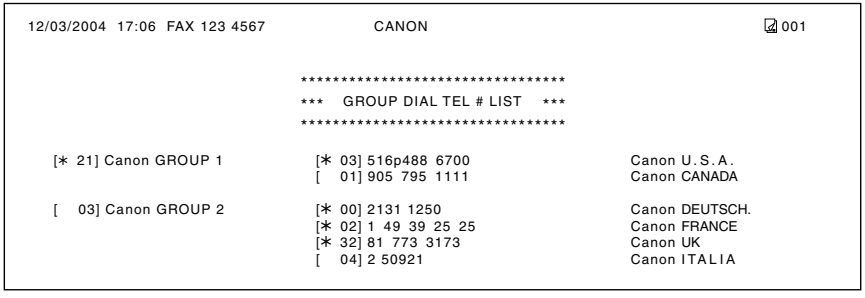
Coded Dial List Sample


12/03/2004 17:04 FAX 123 4567 CANON 001
12/03/2004 17:05 FAX 123 4567 CANON 001
****
*** CODED SPEED DIAL TEL # LIST 1 ***
****
NO. DESTINATION TEL # DESTINATION ID TX TYPE
[* 00] 2131 1250 Canon DEUTSCH. REGULAR TX
[* 02] 1 49 39 25 25 Canon FRANCE REGULAR TX
[* 21] GROUP DIAL Canon GROUP 1
[* 03] 516p488 6700 Canon U.S.A. REGULAR TX
[* 32] 81 773 3173 Canon UK REGULAR TX
Unsorted List
Destinations listed in code order
Sorted List
Destinations listed in alphabetical order

Coded (Detail) Sample

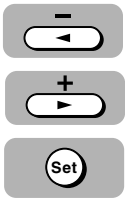

12/03/2004 17:10 FAX 123 4567 CANON 001
12/03/2004 17:09 FAX 123 4567 CANON 001
****
*** CODED SPEED DIAL TEL # LIST 2 ***
****
[* 00] DESTINATION TEL # 2131 1250
DESTINATION ID Canon DEUTSCH.
TX TYPE REGULAR TX
[* 02] DESTINATION TEL # 1 49 39 25 25
DESTINATION ID Canon FRANCE
Unsorted List
Destinations listed in code order
Sorted List
Destinations listed in alphabetical order

Group Dial List Sample


12/03/2004 17:06 FAX 123 4567 CANON 001
****
*** GROUP DIAL TEL # LIST ***
****
[* 21] Canon GROUP 1
[* 03] 516p488 6700 Canon U.S.A.
[01] 905 795 1111 Canon CANADA
[03] Canon GROUP 2
[* 00] 2131 1250 Canon DEUTSCH.
[* 02] 1 49 39 25 25 Canon FRANCE
[* 32] 81 773 3173 Canon UK
[04] 2 50921 Canon ITALIA

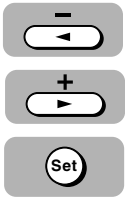
Canceling the Print Job

1 **Press [Additional Functions].**



2 **Press [◀] or [▶] to display <7.PRINT LISTS> → press [Set].**

ADDITIONAL FUNCTIONS 7.PRINT LISTS	→	PRINT LISTS 1.USER DATA



3 **Press [◀] or [▶] to display <3.CANCEL REPORT> → press [Set].**

PRINT LISTS 3.CANCEL REPORT	→	CANCEL REPORT? <YES NO>

4 **Press [◀] (YES).**

- Printing is canceled.
- If you change your mind and want to continue printing, press [▶] (NO).

NOTE

You can also cancel the print job by pressing [Report] (03). You must perform this procedure in the Fax mode. Press [Function] ([Function] lights) → press [Report] (03) → select <5.CANCEL REPORT> → press [Set]. Continue from step 3 above.

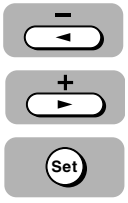
Registering a Password and Subaddress

A password and subaddress are required when you send faxes to another party's fax machine that has a password and subaddress.

NOTE

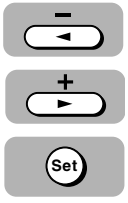
- You can register a password and subaddress in a one-touch speed dialing key or speed dialing code.
- You must also know the password and subaddress of the other party's fax so that you can enter them on your fax. If you do not know the password and subaddress, contact the other party.
- [Function] must be lit to use the [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ keys. If [Function] is not lit, press [Function].

1 Press [Additional Functions].



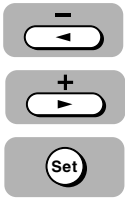
2 Press [◀] or [▶] to display <4.ADD. REGISTRATION> → press [Set].

ADDITIONAL FUNCTIONS 4.ADD. REGISTRATION	→	ADD. REGISTRATION 1.1-TOUCH SPD DIAL



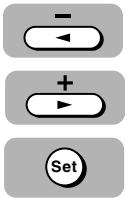
3 Press [◀] or [▶] to display <1.1-TOUCH SPD DIAL> or <2.CODED SPD DIAL> → press [Set].

ADD. REGISTRATION 1.1-TOUCH SPD DIAL	→	1-TOUCH SPD DIAL 01= 905795 1111



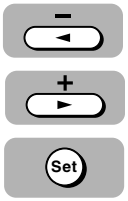
4 Press [◀] or [▶] to display the one-touch speed dialing number or speed dialing code → press [Set].

1-TOUCH SPD DIAL 02= 81 773 3115	→	1-TOUCH SPD DIAL 1.TEL NUMBER ENTRY



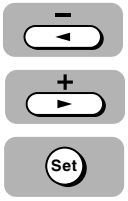
5 **Press [◀] or [▶] to display <3.OPTIONAL SETTING> → press [Set].**

1-TOUCH SPD DIAL 3.OPTIONAL SETTING	→	OPTIONAL SETTING OFF



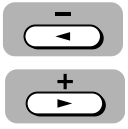
6 **Press [◀] or [▶] to display <ON> → press [Set].**

OPTIONAL SETTING ON	→	OPTIONAL SETTING 1.TX TIME SETTING



7 **Press [◀] or [▶] to display <2.TX TYPE> → press [Set].**

OPTIONAL SETTING 2.TX TYPE	→	TX TYPE REGULAR TX



8 **Press [◀] or [▶] to display <SUBADDRESS TX>.**

TX TYPE SUBADDRESS TX

9 **Press [Set] twice.**

SUBADDRESS TX 1.PASSWORD	→	PASSWORD

10 Enter a password.

PASSWORD 12345

- If you do not need to enter a password, proceed to step 11.
- You can enter a password (up to 20 digits) using the numeric keys, [✳], [#] or [Space] ⑩.
- Be sure to enter the password of the other party correctly, taking into account the position of spaces.
- If you make a mistake, press [Delete] ⑪ or [◀] to delete the last character, or press [Clear] ⑫ to clear your entire entry.

Set

11 Press [Set] twice.

SUBADDRESS TX 2.SUBADDRESS	→	SUBADDRESS

12 Enter a subaddress.

SUBADDRESS 123456789012

- You can enter a subaddress (up to 20 digits) using the numeric keys, [✳], [#] or [Space] ⑩.
- Be sure to enter the subaddress of the other party correctly, taking into account the position of spaces.
- If you make a mistake, press [Delete] ⑪ or [◀] to delete the last character, or press [Clear] ⑫ to clear your entire entry.

Set

13 Press [Set].

1-TOUCH SPD DIAL 03=GROUP DIAL

14 **To continue registering other passwords and subaddresses, press [Additional Functions] → repeat the procedure from step 3.**

15 **Press [Stop/Reset] to return the machine to the Standby mode.**

Sending Documents

CHAPTER 3

This chapter describes the procedures for dialing and for sending documents.

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Preparing to Send a Fax

Preparing the Documents

For information on the types of documents you can fax, paper requirements, and details on placing the documents on the machine, see Chapter 2, “Document Handling,” in the *Reference Guide*.

Image Quality Adjustment

Canon’s UHQ (Ultra High Quality) imaging technology enables you to send documents whose quality is similar to the original. The machine allows you to adjust the resolution and contrast to best suit your particular document.

NOTE

You cannot change settings while your machine is scanning a document.

Adjusting the Scan Settings

Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, sharper text and graphics, and a better match to traditional typeface designs.

NOTE

The higher the resolution, the higher the output quality, but the longer the transmission time.

1 Press [FAX].

2 Press [FAX Resolution] repeatedly to display the desired resolution.

FAX RESOLUTION
STANDARD

You can select from the following:

<STANDARD>
Suitable for most text only documents.

<FINE>
Suitable for fine print documents.

<PHOTO>
Suitable for documents that contain photographs.

<SUPER FINE>
Suitable for documents that contain fine print and images (the resolution is four times that of STANDARD).

<ULTRA FINE>
Suitable for documents that contain fine print and images (the resolution is eight times that of STANDARD).

3 Press [Set].

FAX 12/03/2004 15:30	
FaxTel	FINE

NOTE

- You can set the Fax Resolution so that the desired resolution, such as <STANDARD> or <FINE> is automatically returned after the <AUTO CLEAR> function is activated or documents are scanned. (See “System Settings,” on p. 6-12.)
- Because <RESOLUTION> of <FAX DEFAULT> is set to <OFF> as the factory default setting, the resolution you set using [FAX Resolution] will remain unchanged.

Dialing Methods

There are several ways of dialing the number of the party to which you want to send a fax.

■ When the fax number is not registered in the machine:

- Regular Dialing
- Redialing

■ When the fax number is registered in the machine:

- One-Touch Speed Dialing
- Coded Speed Dialing
- Group Dialing
- Directory Dialing

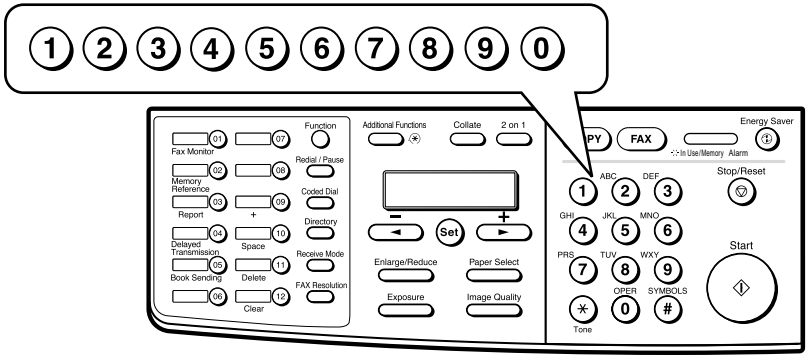
NOTE

- If you are unsure of the registered fax number, check the destination label, or print each list and check the numbers. (See “Speed Dialing Lists,” on p. 2-18.)
- For details on registering a fax number for speed dialing, see Chapter 2, “Speed Dialing.”
- The machine must be set to the Fax mode when dialing.

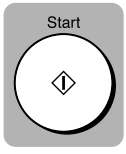
Regular Dialing

You can dial a fax number using the numeric keys, just like dialing a telephone number.

1 Dial the number using the numeric keys. For example:



If you enter the wrong number, press [Stop/Reset] or [Clear] ⑫ to clear your entire entry → enter the correct number.



2 Press [Start].

TEL= 123 456 7890

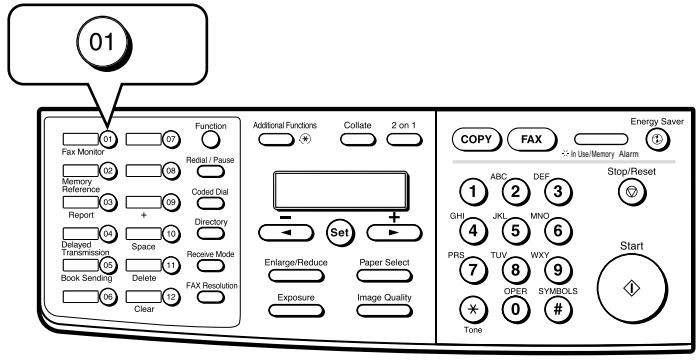
NOTE

[Function] must be lit for you to use the [Clear] ⑫ key. If [Function] is not lit, press [Function].

NOTE

To use the one-touch speed dialing keys, [Function] should NOT be lit.
If [Function] is lit, press [Function] to turn it off.

1 Press the one-touch speed dialing key (01 to 12) to which the number is assigned.

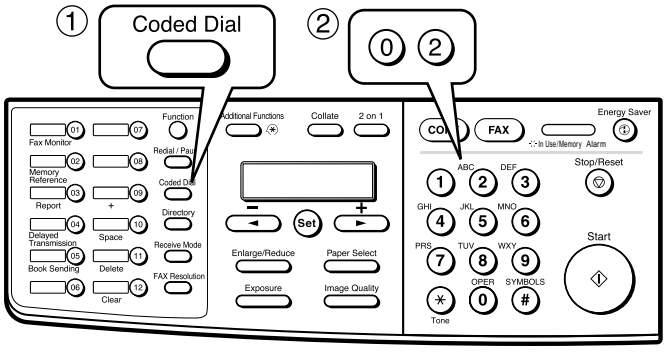


2 The number registered to the one-touch speed dialing key is displayed.

```
TEL=       123 456 7890
 01 Canon CANADA
```

- If you press the wrong key, press [Stop/Reset] → press the correct key.
- <NO TEL #> appears if a fax number is not assigned to the one-touch speed dialing key you pressed.

1 **Press [Coded Dial] → the two-digit code (00 to 99) to which the number is assigned. For example:**



2 **The number registered to that speed dialing code is displayed.**

```
TEL=        1 23 45 67 89
∗02 Canon FRANCE
```

- If you enter the wrong code, press [Stop/Reset] → press [Coded Dial] → enter the correct code.
- <NO TEL #> appears if a fax number is not assigned to the speed dialing code you entered.

Group Dialing

Dial the fax numbers of multiple destinations at the same time.

Entering a Group Registered Under a One-Touch Speed Dialing Key

1 Press the one-touch speed dialing key assigned to the group you wish to fax.

For details, see “One-Touch Speed Dialing,” on p. 3-6.

If you press the wrong key, press [Stop/Reset] → press the correct key.

2 The name of the group is displayed.

```
TEL=GROUP DIAL
 03 Canon GROUP 2
```

<NO TEL #> appears if a fax number is not assigned to the one-touch speed dialing key you pressed.

Entering a Group Registered Under a Speed Dialing Code

1 Press [Coded Dial] → enter the two-digit code assigned to the group you wish to fax using the numeric keys.

For details, see “Coded Speed Dialing,” on p. 3-7.

If you enter the wrong code, press [Stop/Reset] → press [Coded Dial] → enter the correct code.

2 The name of the group is displayed.

```
TEL=GROUP DIAL
*21 Canon GROUP 1
```

<NO TEL #> appears if a fax number is not assigned to the speed dialing code you entered.

Directory Dialing

Directory dialing allows you to look up a name you have registered in the machine and retrieve the number for dialing. This feature is convenient when you know the party's name but cannot recall the one-touch speed dialing key or the code for speed dialing or group dialing where the number is registered.

1 Press [Directory].

```
                    :A
_
```

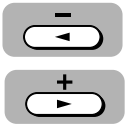
<NO TEL #> appears if there are no numbers registered, and the display returns to the dial entry mode.

2 Press a numeric key to enter the first letter of the name you are searching for.

For example, if you want to search for a name that starts with the letter "H," press [4] (GHI) twice.

3 Press [Set].

- The names registered in the machine are displayed according to the letter you entered.
- If there is no name that starts with the letter you entered, the next name in alphabetical order appears.



4 Press [◀] or [▶] to display other names.

- Pressing [▶] displays the names registered in the machine in alphabetical order. Pressing [◀] displays them in reverse order.
- When you reach the last name, the display returns to the first name.

5 Press [Set].

The party's fax number and name, or <GROUP DIAL> and the group's name appear.

Sending Method

Memory Sending

The machine begins calling the other party and transmitting the information after all documents are scanned into memory. Because the machine is multitasking, you can even scan a document into memory while performing other tasks. The machine has enough memory to store up to approximately 255 pages* (fewer if the document contains many graphics or particularly dense text).

* Based on ITU-T No.1 Chart, Standard mode.

NOTE

When a large amount of memory is used, the message <MEMORY FULL> may be displayed depending on the documents to be sent, or the machine can neither store the scanned documents in memory nor send them. In this case, print or delete any documents in memory, or select a lower fax resolution, such as <STANDARD>, and then send the documents.

Using the ADF

FAX

1 Press [FAX] to set the machine to the Fax mode.

FAX 12/03/2004 15:30
FaxTel STANDARD

2 Prepare the document and load it face down in the ADF.

MEM IN USE
0%

The currently used memory is displayed.

DOCUMENT READY

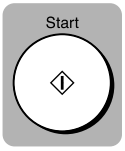
Standby to scan.

- To adjust the resolution, see “Adjusting the Scan Settings,” on p. 3-2.
- To adjust the contrast, see “Fax Settings,” on p. 6-6.

3 Dial the other party's fax number.

TEL= 1234567890

- For dialing methods, see "Dialing Methods," on p. 3-4.
- If you enter the wrong number, press [Stop/Reset] → enter the correct number.
- If you must first dial a number to get an outside line ("9", for example), add a pause after that digit by pressing [Redial/Pause].



4 Press [Start] to begin scanning the documents for sending.

- The machine begins calling the other party after all of the documents are scanned into memory.
- If you use speed dialing or redialing, and the TIME OUT setting is on, scanning starts automatically. (See "TX Settings," on p. 6-9.)
- To cancel sending once dialing has started, press [Stop/Reset] → [◀].

NOTE

- You can scan a document up to 14 inches (356 mm) long.
- You can load up to 30 pages of letter size paper in the ADF.
- After the machine finishes scanning the document into memory, it returns to the Standby mode. At this point, you can make the next reservation. You can make up to 20 reservations for delayed sending. (See "Delayed Sending," on p. 3-21).

Using the Platen Glass

NOTE

- To fax a single sheet from the platen glass, you need to remove any documents in the ADF.
- [Function] must be lit for you to use the [Book Sending] ⑤, [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ keys. If [Function] is not lit, press [Function]. However, you do not need to press [Function] in step 3 to execute the Book Sending mode if <BOOK SENDING> is programmed in <PROG 1-TOUCH KEY> (from the ADDITIONAL FUNCTIONS menu). (See "Fax Settings" on p. 6-6.)

1 Press [FAX] to set the machine to the Fax mode.

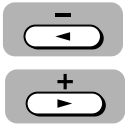
```
FAX  09/03/2004  15:30
FaxTel          STANDARD
```

2 Prepare the document and place it face down on the platen glass.

- To adjust the resolution, see "Adjusting the Scan Settings," on p. 3-2.
- To adjust the contrast, see "Fax Settings," on p. 6-6.

3 Press [Function].

4 Press [Book Sending].



5 Press [◀] or [▶] to display the document size.

```
BOOK TX SCAN SIZE
                  LTR
```

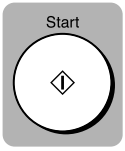
6 Press [Set] → [Function].

[Function] light must be off.

7 Dial the other party's fax number.

TEL=	9057951111

- For dialing methods, see "Dialing Methods," on p. 3-4.
- If you enter the wrong number, press [Delete] ⑪ to delete the last number entered, or press [Clear] ⑫ to clear your entire entry → enter the correct number.
- If you must first dial a number to get an outside line ("9", for example), add a pause after that number by pressing [Redial/Pause].

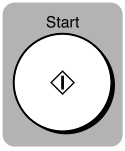


8 Press [Start] to begin scanning.

SCANNING	P.001

→

NEXT PAGE	: [START]
FINISH SCAN	: [SET]



9 Place the next document on the platen glass → press [Start] to begin scanning the next document.

Repeat this step for other documents.

10 After all of the documents have been scanned, press [Set] to begin sending.

To cancel sending after dialing has started, press [Stop/Reset] → press [◀] (YES). (See "Canceling Sending a Document," on p. 3-14.)

NOTE

You can scan approximately 255 pages* for memory sending.

* Based on ITU-T No.1 Chart, Standard mode.

Canceling Sending a Document

While Documents Are Being Scanned

1 **Press [Stop/Reset].**

Scanning is canceled.

After All Documents Are Scanned

While Documents Are Being Sent

1 **Press [Stop/Reset].**

```
CANCEL DURING TX/RX?
 < YES          NO >
```

The machine asks you to confirm that you want to cancel.

2 **Press [◀] (YES) to cancel sending.**

- If you change your mind and want to continue sending, press [▶] (NO).
- The machine prints an ERROR TX REPORT. (See "TX (Transmission) REPORT," on p. 7-5.)

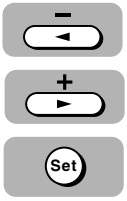
While Documents Are Waiting to be Sent

NOTE

[Function] must be lit for you to use the [Fax Monitor] or [Delete] ⑪ key.
If [Function] is not lit, press [Function]. However, you do not need to press [Function] in step 1 to execute the Fax Monitor function if <FAX MONITOR> is programmed in <PROG 1-TOUCH KEY> (from the ADDITIONAL FUNCTIONS menu). (See "Fax Settings" on p. 6-6.)

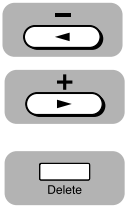
1 Press [Function].

2 Press [Fax Monitor].



3 Press [◀] or [▶] to display <2.TX RESERVE STATUS> → press [Set].

FAX MONITOR 2.TX RESERVE STATUS	→	-- : -- 0013 TX STNDBY 905795 1111



4 Press [◀] or [▶] to display the document to be canceled by checking the reservation number and the fax number → press [Delete].

The machine asks you to confirm that you want to delete the document.

OK TO DELETE? < YES NO >

5 Press [◀] (YES) to cancel sending.

If you change your mind and want to continue sending, press [▶] (NO).

TX/RX NO. 0013 ERASING END

NOTE

You can also cancel sending using the <MEMORY REFERENCE> setting. (See "Deleting a Document from Memory," on p. 5-10.)

Redialing When the Line Is Busy

There are two methods of redialing: manual and automatic.

Manual Redialing

Press [Redial/Pause] to dial the last number you dialed with the numeric keys. (This starts redialing regardless of whether automatic redialing is enabled.)

Canceling Manual Redialing

To cancel manual redialing, press [Stop/Reset].

Automatic Redialing

If the other party's line is busy or if there is no answer, the machine waits two minutes, then tries to dial the same number again. This feature is called automatic redialing.

After the initial dial attempt, the machine waits two minutes and tries to dial again. If the second attempt fails, the machine waits for two more minutes, and then makes the third (final) attempt to complete the call. (These are the default settings.)

You can adjust the number of redialing attempts and the time interval between attempts by changing the settings in <AUTO REDIAL>. Automatic redialing can also be turned off and on. (See "TX Settings," on p. 6-9.)

If all attempts are unsuccessful, the machine cancels the transmission and prints an ERROR TX REPORT. (See "TX (Transmission) REPORT," on p. 7-5.)

Canceling Automatic Redialing

NOTE

If you want to cancel a transmission while the machine is waiting to redial, you must delete the document from memory using <Memory Reference>. (See “Deleting a Document from Memory,” on p. 5-10.)

1 Wait until the machine starts to redial.

2 Press [Stop/Reset].

The machine asks you to confirm that you want to cancel.

```
CANCEL DURING TX/RX?
 < YES          NO >
```

3 Press [◀] (YES) to cancel redialing.

- If you change your mind and want to continue redialing, press [▶] (NO).
- The machine prints an ERROR TX REPORT. (See “TX (Transmission) REPORT,” on p. 7-5.)

Sequential Broadcasting

This feature allows you to scan a document once and send it to several destinations.

Sending a Document to More Than One Destination

You can send the document to a maximum of 122 destinations using a combination of the following dialing methods:

- One-touch speed dialing: up to 12 destinations
- Coded speed dialing: up to 100 destinations
- Regular dialing (using the numeric keys), redialing: 10 destinations

You can enter the destinations in any order. (Be sure to press [Set] after each number you enter with the numeric keys.)

NOTE

- If you frequently send documents to the same group of destinations, you should register these numbers for group dialing. You can register up to 111 fax numbers for group dialing and send the same document to these numbers. (See “Group Dialing,” on p. 3-8.)
- Press [Function] to use the [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ key. The [Function] key will light up.

FAX

1 Press [FAX] to set the machine to the Fax mode.

FAX 12/03/2004 15:30
FaxTel STANDARD

2 Prepare the document and load it face down in the ADF.

MEM IN USE
0%

The currently used memory is displayed.

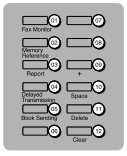
DOCUMENT READY

Standby to scan.

- If you want to use the platen glass to send a document, see “Using the Platen Glass,” on p. 3-12.
- To adjust the resolution, see “Adjusting the Scan Settings,” on p. 3-2.
- To adjust the contrast, see “Fax Settings,” on p. 6-6.

3 Enter up to 122 fax numbers using any of the following methods.

● One-Touch Speed Dialing



❑ Press the desired one-touch speed dialing key(s).

TEL= 2 50921
04 Canon ITALIA

● Coded Speed Dialing

❑ Press [Coded Dial] → enter the two-digit code using the numeric keys.
❑ Repeat for other codes.

TEL= 1 23 45 67 89
✳02 Canon FRANCE

● **Regular Dialing**

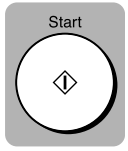
❑ Enter the fax number using the numeric keys → press [Set].

TEL=	1234567890

If you enter an incorrect destination, press [Clear] ⑫ to delete it. Or, press [Delete] ⑪ to delete the last number you entered.

NOTE

- You must enter the second fax number within five seconds of entering the first one. After that, all subsequent fax numbers must be entered within 10 seconds of each other. If you wait longer, the machine automatically begins scanning the document for sending. If you do not want this to happen, disable the <TIME OUT> setting. (See "TX Settings," on p. 6-9.)
- If you want to review the numbers you just entered, press [◀] or [▶] to scroll through the numbers.



4 Press [Start].

- When scanning is complete, the machine starts to dial the number.
- The machine first sends the document to the one-touch speed dialing destinations, then the coded speed dialing destinations, and finally to the destinations dialed using regular dialing.
- To cancel sending, press [Stop/Reset] → press [◀]. Sending to all destinations specified in step 3 is canceled. You cannot cancel just one destination. After canceling, the machine prints a MULTI TX/RX REPORT. (See "MULTI TX/RX (Transaction) REPORT," on p.7-6.)

NOTE

- If a number is busy, the machine continues sending to the other destinations, and then redials the number that was busy.
- If the machine's memory becomes full while scanning your document, the message <MEMORY FULL> appears on the LCD display, and scanning stops. Press [Set] to release the document automatically from the ADF. If this happens, divide the documents into several sections and send each section separately.

Delayed Sending

You can use your machine to send faxes at a preset time. This feature is called delayed sending or timer sending. Using this feature, you can take advantage of lower long distance rates at night (for example). You can set up to 122 destinations and up to 20 reservations for delayed sending.

NOTE

- You can perform other tasks even when you have set the machine for delayed sending.
- You can operate [Book Sending], [Delayed Transmission], [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ when [Function] is lit. If [Function] is not lit, press it. However, you do not need to press [Function] in step 1 or 2 to execute the Delayed Transmission function or Book Sending function if <DELAYED TX> or <BOOK SENDING> is programmed in <PROG 1-TOUCH KEY> (from the ADDITIONAL FUNCTIONS menu). (See "Fax Settings" on p. 6-6.)

1 Prepare the document and place it on the platen glass or load it face down in the ADF.

NOTE

When using the platen glass, press [Function] → [Book Sending] → press [◀] or [▶] to select the document size.

2 Press [Function].

3 Press [Delayed Transmission].

4 Use the numeric keys to enter the reservation time to send documents.

```
DELAYED TX
TX TIME SETTING  15:30
```

5 Press [Set].

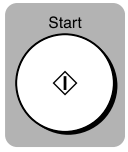
DELAYED TX
SELECT LOCATIONS

TEL=

6 Enter a destination using a one-touch speed dialing key, a speed dialing code, [Redial/Pause], or the numeric keys.

NOTE

- You can only use the one-touch speed dialing keys when [Function] is off. If [Function] is on, press [Function].
- If you enter an incorrect destination, press [Clear] ⑫ to delete it. Or, press [Delete] ⑪ to delete the last number you entered using the numeric keys.



7 Press [Start] to begin scanning.

- When you use speed dialing and the <TIME OUT> setting is on, scanning starts automatically. (See “TX Settings,” on p. 6-9.)
- Your documents will be sent when the delayed transmission time is reached.
- If you placed the document on the platen glass, follow steps 8 and 9 on p. 3-12.

Checking the Status of Faxes

You can check the status of the fax you are sending or receiving, and you can check the sending reservation.

NOTE

You do not need to press [Function] in step 1 to execute the Fax Monitor function if <FAX MONITOR> is programmed in <PROG 1-TOUCH KEY> (from the ADDITIONAL FUNCTIONS menu). (See "Fax Settings" on p. 6-6.)

Confirming Transmission Status

1 Press [Function] while [In Use/Memory] is flashing.

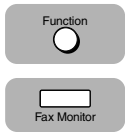
2 Press [Fax Monitor] → [Set].

FAX MONITOR 1.RX/TX STATUS	→	16:50 0056 TX 12345

NOTE

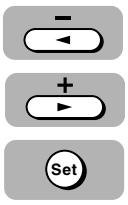
- To return the machine to the Standby mode, press [Stop/Reset].
- If you perform the procedure above when the machine is not sending or receiving faxes, <NO CURRENT RX/TX JOB> appears, and the display returns to the first screen shown above.
- The transaction number, <TX/RX>, represents the following:
  – 0001 to 4999: A sent document
  – 5001 to 9999: A received document

Confirming Sending Reservation



1 Press [Function] while [In Use/Memory] is on → press [Fax Monitor].

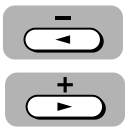
FAX MONITOR 1.RX/TX STATUS



2 Press [◀] or [▶] to display <2.TX RESERVE STATUS> → press [Set].

FAX MONITOR 2.TX RESERVE STATUS	→	16:00 0056 TX STNDBY 905 795 1111

The sending reservation can be confirmed by checking the sending time, TX/RX NO., or fax number.



3 Press [◀] or [▶] to confirm the sending reservation.

17:00 0058 TX STNDBY 20 545 8584

NOTE

- To return the machine to the Standby mode, press [Stop/Reset].
- If you perform the procedure above when there is no sending reservation, the message <NO DOC. STORED> appears, and the display returns to the display shown in step 2.
- You can also check the reservations by printing the Document Memory List. (See "Printing a List of Documents in Memory." on p. 5-7.)

Receiving Documents

4
CHAPTER

This chapter describes how you receive documents in the machine.

Overview of Receiving Modes 4-2
Setting the Receive Mode 4-3
FaxTel Mode Options 4-4
What Happens When the FaxTel Mode Is Selected? 4-5
FaxTel Options 4-6
Distinctive Ring Pattern Detection Feature (DRPD) Options 4-8
Types of Ring Patterns 4-8
Receiving Documents Manually 4-10
Printing a Received Document in the Correct Page Order 4-12
Canceling Receiving 4-13
Polling Receiving 4-14
Registering a Password and Subaddress for Polling 4-14

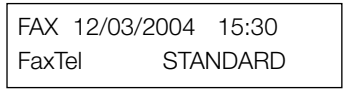
Overview of Receiving Modes

The machine provides you with several modes for receiving faxes. Once you have decided which mode is suitable for your needs, set the mode as described in "Using the Fax Features," in the *Quick Start Guide.* You can change the mode when the machine is in the Standby mode. To determine which mode best suits your needs, see the table below.

Receive Mode	Main Use	Operation	Requirements
FaxTel*	FaxTel	Automatically switches between fax calls and voice calls. Receives faxes automatically and rings for voice calls. To set the details, see "FaxTel Mode Options," on p. 4-4.	Telephone is connected to the machine.
FaxOnly	Fax	Machine answers all calls as fax calls. It receives faxes automatically and disconnects voice calls.	Separate telephone line for fax use only.
DRPD	FaxTel	Allows you to have separate fax and telephone numbers that you distinguish by the type of ring. To set the details, see "Distinctive Ring Pattern Detection Feature (DRPD) Options," on p. 4-8.	Subscription to a DRP service. Telephone connected to the machine.
Manual	Tel	Machine rings for every call, whether it is a fax call or a voice call. For a fax call, you have to manually activate reception.	Telephone is connected to the machine.
AnsMode	FaxTel	Receives faxes automatically and routes voice calls to the answering machine.	Answering machine is connected to the machine.

* Indicates the default setting.

You can confirm which receive mode is set by checking the Standby mode. The receive mode is displayed in the lower left corner of the LCD.



Setting the Receive Mode

You can change the setting of the receive mode whenever necessary. The machine must be in the Standby mode.

Receive Mode

1 Press [Receive Mode] until the mode you want appears.

RECEIVE MODE
Manual

You can select from the following:

<FaxTel>*:
If a telephone is connected to the machine, the machine automatically switches between fax calls and voice calls.

<FaxOnly>:
The machine receives only faxes.

<DRPD>*:
Distinguishes between fax and voice calls using Distinctive Ring Patterns.

<Manual>:
If a telephone is connected to the machine, you can receive faxes by pressing [Start] before replacing the handset on the telephone.

<AnsMode>:
Receives faxes automatically and routes voice calls to an answering machine.

* You can set details for the FaxTel and DRPD modes. (See “FaxTel Mode Options,” on p. 4-4 or “Distinctive Ring Pattern Detection Feature (DRPD) Options,” on p. 4-8.)

Set

2 Press [Set].

FAX 12/03/2004 15:30
Manual STANDARD

The selected receive mode is set and the machine returns to the Standby mode. The current date and the selected receive mode are displayed.

NOTE

- The machine does not ring when it receives a fax in the FaxOnly mode. If you want to be alerted when a fax call is received, connect a telephone to the machine and enable the <INCOMING RING> setting.
- If an answering machine or a telephone with an answering machine is connected to your machine, select <AnsMode>.
- Follow these guidelines when using the machine with an answering machine:
  - Set the answering machine to answer on the first or second ring.
  - When recording the outgoing message on the answering machine, the entire message must be no longer than 15 seconds. For example:

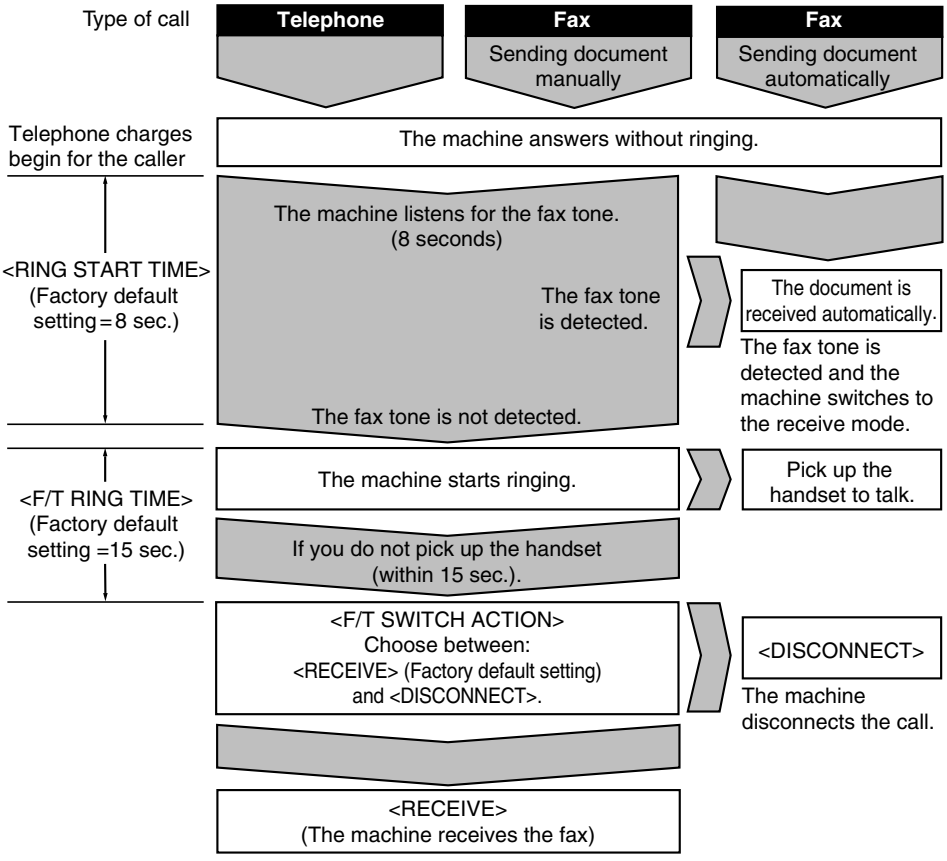
    "Hello. I can't answer the phone right now, but please leave a message after the beep. I'll return your call as soon as possible."

FaxTel Mode Options

When you select the FaxTel mode, you can also set the following options:

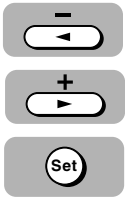
- Adjust the time the machine takes to check whether a call is from a fax machine or a telephone (<RING START TIME> setting).
- Adjust the length of time the machine rings when the call is a voice call (<F/T RING TIME> setting).
- Set whether the machine switches to the receive mode after the ring time set in <F/T RING TIME> has elapsed (<F/T SWITCH ACTION> setting).

What Happens When the FaxTel Mode Is Selected?



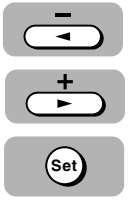
Not all fax machines are capable of sending a fax tone. In this case, set <F/T SWITCH ACTION> to <RECEIVE>. The machine switches to the receive mode automatically and starts receiving the document. If no document comes in, it disconnects the call after approximately 40 seconds.

1 **Press [Additional Functions].**



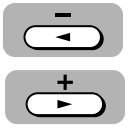
2 **Press [◀] or [▶] to display <3.FAX SETTINGS> → press [Set].**

ADDITIONAL FUNCTIONS 3.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS



3 **Press [◀] or [▶] to display <4.RX SETTINGS> → press [Set].**

FAX SETTINGS 4.RX SETTINGS	→	RX SETTINGS 1.ECM RX

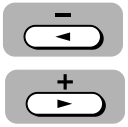


4 **Press [◀] or [▶] to display <2.FAX/TEL OPT. SET>.**

RX SETTINGS 2.FAX/TEL OPT. SET

5 **Press [Set] twice.**

FAX/TEL OPT. SET 1.RING START TIME	→	RING START TIME 08SEC



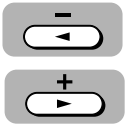
6 **Press [◀] or [▶] to set the time the machine waits before ringing when it receives a call.**

RING START TIME 09SEC

- You can select from 0 to 30 seconds.
- The default setting is eight seconds.
- You can also use the numeric keys to set the time.

7 Press [Set] twice.

FAX/TEL OPT. SET 2.F/T RING TIME	→	F/T RING TIME 015SEC



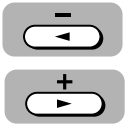
8 Press [◀] or [▶] to set how long the machine rings until someone picks up the handset.

F/T RING TIME
030SEC

- You can select from 15 to 300 seconds.
- The default setting is 15 seconds.
- You can also use the numeric keys to set the time.

9 Press [Set] twice.

FAX/TEL OPT. SET 3.F/T SWITCH ACTION	→	F/T SWITCH ACTION RECEIVE



10 Press [◀] or [▶] to display <RECEIVE> or <DISCONNECT>.

F/T SWITCH ACTION
DISCONNECT

- This setting tells the machine what to do if no one picks up the handset within the specified ring time set in step 8.
- Select <RECEIVE> to receive the call or <DISCONNECT> to disconnect the call.
- The default setting is <RECEIVE>.

11 Press [Set].

RX SETTINGS
3.DRPD:SELECT FAX

12 Press [Stop/Reset] to return the machine to the Standby mode.

Distinctive Ring Pattern Detection Feature (DRPD) Options

Some telephone companies offer a Distinctive Ring Pattern (DRP) service, whereby they assign two or more telephone numbers with distinctive ring patterns to a single telephone line. If your telephone company offers such a service, you can have both fax numbers and telephone numbers for your machine, using only one telephone line.

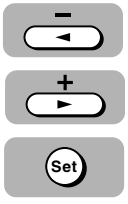
Your machine will automatically monitor incoming calls. Based on the distinctive ring pattern, it will determine if the call is from a fax machine trying to send a document or from a telephone trying to make a voice call.

Use the information in this section to set up the machine for use with a DRP service. For more details on the DRP service, contact your local telephone company. (Your telephone company may have a different name for this service. Also, this service may not be offered in all areas.)

Types of Ring Patterns

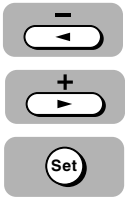
Your telephone company will assign a distinctive ring pattern to each number when you order the DRP service. Set the fax ring pattern to match that assigned by the telephone company.

1 Press [Additional Functions].



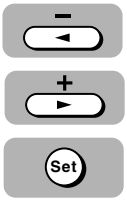
2 Press [◀] or [▶] to display <3.FAX SETTINGS> → press [Set].

ADDITIONAL FUNCTIONS 3.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS



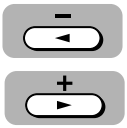
3 Press [◀] or [▶] to display <4.RX SETTINGS> → press [Set].

FAX SETTINGS 4.RX SETTINGS	→	RX SETTINGS 1.ECM RX



4 **Press [◀] or [▶] to display <3.DRPD:SELECT FAX> → press [Set].**

RX SETTINGS 3.DRPD:SELECT FAX	→	DRPD:SELECT FAX DOUBLE RING



5 **Press [◀] or [▶] to display the type of ring pattern for the number the machine uses.**

DRPD:SELECT FAX
SHORT-SHORT-LONG

- Select the type of ring pattern that your telephone company assigned for the number.
- You can select from the following:
  - DOUBLE RING
  - SHORT-SHORT-LONG
  - SHORT-LONG-SHORT
  - OTHER RING TYPE
  - NORMAL RING

6 **Press [Set].**

RX SETTINGS
4.INCOMING RING

7 **Press [Stop/Reset] to return the machine to the Standby mode.**

Receiving Documents Manually

In the Manual mode, if you connect a telephone to your machine, you can receive voice calls as well as manually receive faxes. You can activate reception from the machine or from the telephone connected to the machine (this is called “Remote Receiving”).

NOTE

- For this mode, you need to connect a telephone to your machine.
- Make sure there are no documents in the ADF.
- Make sure the <REMOTE RX> setting is enabled. (See “RX Settings,” on p. 6-10.)
- If your telephone line uses rotary pulse dialing, and the telephone connected to the machine cannot be switched to tone dialing, you cannot activate remote receiving.

1 **Make sure <Manual> is displayed on the LCD display.**

FAX 12/03/2004 15:30
Manual STANDARD

2 **Make sure you have connected a telephone to the machine.**

3 **When you hear the telephone ring, pick up the handset.**

4 Check for a voice call or a fax transmission.

● **If you hear a person's voice**

❏ Start your conversation. If the caller wants to send you a fax, ask them to press the Start key on their fax machine.

● **If you hear a slow beep tone or silence**

❏ Someone is trying to send you a fax. If the telephone is close to your machine, press [Start] on the machine to begin receiving the fax.
❏ Hang up the handset.

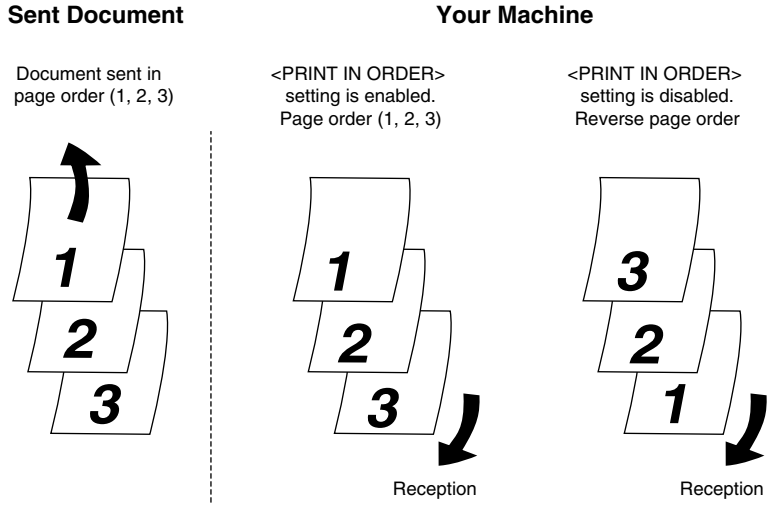
NOTE

- If no paper is loaded in the paper drawer, the LCD displays the message <SUPPLY REC. PAPER>. When paper is loaded, the machine automatically resumes printing.
- If the telephone is located away from your machine, dial 25 (the remote receiving ID) on your telephone, and hang up. If your telephone line uses rotary pulse, switch to tone dialing on your telephone before dialing 25.
- You can change the number for the remote receiving ID with a combination of two characters using 0 to 9, ✳, and #, or you can disable remote receiving. (See "RX Settings," on p. 6-10.)
- If you have an answering machine connected to your machine that can carry out remote control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID. If so, make sure you change the machine's remote receiving ID to make it distinct from the answering machine's security code. (See "RX Settings," on p. 6-10.)
- The machine beeps and the LCD displays the message <HANG UP PHONE> if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the machine to beep, disable the <OFFHOOK ALARM> setting. (See "Fax Settings," on p. 6-6.)

Printing a Received Document in the Correct Page Order

The machine automatically collates your received fax documents in page order. However, if you set <PRINT IN ORDER> to 'OFF', received faxes are printed in the reverse page order. (See "Printer Settings," on p. 6-11.)

The illustrations below show the order in which the document is received depending on if you have enabled the <PRINT IN ORDER> setting.



NOTE

- If you enable the <PRINT IN ORDER> setting, the machine receives all pages of the document in memory first, and then prints them out. In this case, reception takes longer.
- If there is insufficient memory to receive a document, the document will not print in page order even if <PRINT IN ORDER> is set to 'ON'.

Canceling Receiving

Follow this procedure to stop receiving a fax before reception is complete.

1 Press [Stop/Reset].

The machine asks you to confirm if you want to cancel.

```
CANCEL DURING TX/RX?
 < YES          NO >
```

2 Press [◀] (YES) to cancel receiving.

If you change your mind and want to continue receiving, press [▶] (NO).

Polling Receiving

The polling feature allows you to request a document to be faxed to you from another fax machine. The sender only needs to make sure that the document is on his fax machine and ready to be sent. When this machine polls the sender's machine, the document is sent automatically.

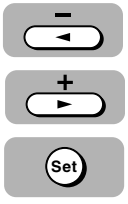
Registering a Password and Subaddress for Polling

The other fax may be holding a document under a password and/or a subaddress. You need to know the password and/or subaddress, and you must register them in your machine.

NOTE

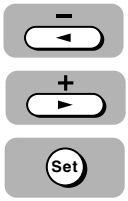
- You can register a password and subaddress in a one-touch speed dialing key or speed dialing code.
- You must know if the other party's fax is holding the document under both a password and subaddress or only a password or a subaddress. You must also know the password and subaddress so that you can enter them on your fax. If you do not know the password and subaddress, contact the other party.
- [Function] must be lit for you to use the [Space] ⑩, [Delete] ⑪, or [Clear] ⑫ key. If [Function] is not lit, press [Function].

1 Press [Additional Functions].



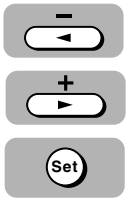
2 Press [◀] or [▶] to display <4.ADD. REGISTRATION> → press [Set].

ADDITIONAL FUNCTIONS 4.ADD. REGISTRATION	→	ADD. REGISTRATION 1.1-TOUCH SPD DIAL



3 **Press [◀] or [▶] to display <1.1-TOUCH SPD DIAL> or <2.CODED SPD DIAL> → press [Set].**

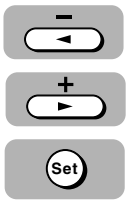
ADD. REGISTRATION 1.1-TOUCH SPD DIAL	→	1-TOUCH SPD DIAL 01= 905795 1111



4 **Press [◀] or [▶] to display the one-touch speed dialing number or speed dialing code → press [Set].**

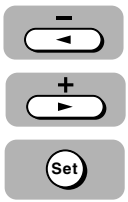
1-TOUCH SPD DIAL 02= 81 773 3115	→	1-TOUCH SPD DIAL 1.TEL NUMBER ENTRY

You can also use the numeric keys to enter the number of the one-touch speed dialing key, or press [Coded Dial], and then use the numeric keys to enter the two digit code.



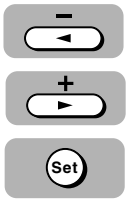
5 **Press [◀] or [▶] to display <3.OPTIONAL SETTING> → press [Set].**

1-TOUCH SPD DIAL 3.OPTIONAL SETTING	→	OPTIONAL SETTING OFF



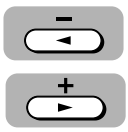
6 **Press [◀] or [▶] to display <ON> → press [Set].**

OPTIONAL SETTING ON	→	OPTIONAL SETTING 1.TX TIME SETTING



7 **Press [◀] or [▶] to display <2.TX TYPE> → press [Set].**

OPTIONAL SETTING 2.TX TYPE	→	TX TYPE SUBADDRESS TX



8 **Press [◀] or [▶] to display <POLLING RX>.**

TX TYPE POLLING RX

9 Press [Set] twice.

POLLING RX 1.PASSWORD	→	PASSWORD

10 Enter a password.

PASSWORD
12345

- You can enter a password (up to 20 digits) using the numeric keys, [✳], [#], or [Space] ⑩.
- Be sure to enter the password of the other party correctly, taking into account the position of spaces.
- If you make a mistake, press [Delete] ⑪ or [◀] to delete the last number or symbol, or press [Clear] ⑫ to clear your entire entry.

11 Press [Set] twice.

SUBADDRESS

12 Enter a subaddress.

SUBADDRESS
123456789012

- You can enter a subaddress (up to 20 digits) using the numeric keys, [✳], [#], or [Space] ⑩.
- Be sure to enter the subaddress of the other party correctly, taking into account the position of spaces.
- If you make a mistake, press [Delete] ⑪ or [◀] to delete the last character, or press [Clear] ⑫ to clear your entire entry.

13 **Press [Set].**

```
1-TOUCH SPD DIAL
 03=GROUP DIAL
```

14 **To continue registering other passwords and subaddresses, press [Additional Functions] → repeat the procedure from step 3.**

15 **Press [Stop/Reset] to return the machine to the Standby mode.**

Special Sending and Receiving Features

5
CHAPTER

This chapter describes special sending and receiving features of the machine. These include special dialing features and memory features.

Special Dialing Features 5-2
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Special Dialing Features

This section explains special dialing features, such as dialing through a switchboard, dialing an overseas number, and switching temporarily to tone dialing.

Switchboard Dialing

A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your machine is connected through a PBX or other telephone switching system, you have to dial the outside line access number first, and then dial the number of the party you are calling.

Overseas Dialing (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within or after the number. The length and location of the pause depends on the telephone system of your country.

FAX

1 Press [FAX] to set the machine to the Fax mode.

```
FAX  12/03/2004  15:30
FaxTel          STANDARD
```

2 Prepare the document and load it face down into the ADF.

```
MEM IN USE
                    0%
```

The currently used memory is displayed.

```
DOCUMENT READY
```

Standby to scan.

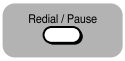
NOTE

If you want to use the platen glass to scan the document , see “Using the Platen Glass,” on p. 3-12.

3 Dial the international access code using the numeric keys.

TEL=	00

- If you enter the wrong number, press [Stop/Reset] → enter the correct number.
- For details on international access codes, contact your local telephone company.



4 If necessary, press [Redial/Pause] to enter a pause.

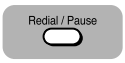
TEL=	00P

- A pause entered within a number (p), is two seconds long.
- For a longer pause, press [Redial/Pause] again to insert another two-second pause. Alternatively, you can change the length of the pause. (See "TX Settings," on p. 6-9.)

5 Dial the country code, the area code, and the fax/telephone number of the other party using the numeric keys.

TEL=	00p81123

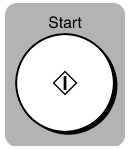
If you enter the wrong number, press [Stop/Reset] → start again from step 3.



6 If necessary, press [Redial/Pause] to enter a pause at the end of the number.

TEL=	00p81123P

A pause at the end of a number (P), is fixed at 10 seconds.



7 Press [Start] to begin scanning .

To cancel sending after dialing has started, press [Stop/Reset] → [◀].

NOTE

To take advantage of the speed dialing features of your machine, register frequently used overseas numbers for one-touch or coded speed dialing. (See “One-Touch Speed Dialing,” on p. 2-3 or “Coded Speed Dialing,” on p. 2-8.)

Tone Dialing on a Rotary Pulse Line

Many information services for banks, airline reservations, hotel reservations, etc., require tone dialing for their services. If your machine is connected to a rotary pulse line, follow this procedure to set the machine temporarily for tone dialing.

1 Press [FAX] to set the machine to the Fax mode.

```
FAX  12/03/2004  15:30
FaxTel          STANDARD
```

2 Pick up the handset of your telephone.

3 Enter a destination using the numeric keys on your telephone, a one-touch speed dialing key, a speed dialing code, [Redial/Pause], or the numeric keys on the machine.

4 When the recorded message of the information service answers, press [✳] (Tone) to switch to tone dialing.

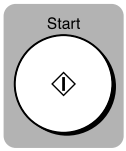
```
TEL=                        T
```

- When [✳] (Tone) is pressed, <T> is displayed on the LCD display.
- If your telephone line uses tone dialing, proceed to the next step.

5 Enter the numbers requested by the information service using the numeric keys on the machine.

TEL=	T34

- Numbers entered after pressing [✳] (Tone) are dialed using tone dialing.
- After pressing [✳] (Tone), you cannot use the numeric keys on your telephone. Use the numeric keys on the machine.



6 If you want to receive faxes, press [Start].

7 Hang up to disconnect the call.

Tone dialing is canceled when you disconnect the call.

Memory Features

Receiving Documents into Memory

Receiving While Performing Other Tasks

Because the machine is a multitasking device, it can receive faxes and voice calls while you are performing other tasks.

If you receive a fax while you are performing other tasks, the machine stores the incoming fax in memory, then prints it as soon as you finish your task.

Receiving Faxes in Memory If a Problem Occurs

If the machine encounters a problem when it is receiving a fax, it automatically stores the unprinted pages of the fax in memory, and the LCD displays the message <RECEIVED IN MEMORY>. When the problem is cleared, the machine automatically prints the stored fax in memory. For an explanation of the messages that appear on the LCD display, and for details on the actions you can take, see “List of LCD Display Messages,” on p. 8-2.

- The machine’s memory can store approximately 255 pages*.

NOTE

- Once the pages are printed, they are deleted from memory.
- If memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remainder of the fax.
- The maximum number of pages that the machine’s memory can store differs depending on the other party’s machine.

* Based on the condition that the other party sends the fax to the imageRUNNER 1670F in the ITU-T No.1 Chart, Standard mode.

Printing a List of Documents in Memory

The machine can print a list of documents stored in memory, along with the transaction number (TX/RX NO.) of each document.

NOTE

- If there are no documents stored in memory, the machine returns to the Standby mode when you press [Memory Reference].
- You do not need to press [Function] in step 1 to execute the Memory Reference function if <MEMORY REFERENCE> is programmed in <PROG 1-TOUCH KEY> (from the ADDITIONAL FUNCTIONS menu). (See "Fax Settings" on p. 6-6.)

Function

1 Press [Function].

Memory Reference

2 Press [Memory Reference].

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

Set

3 Press [Set].

The machine prints the DOCUMENT MEMORY LIST and returns to the Standby mode.

NOTE

- Once you know the transaction number of a document stored in memory, you can print it or delete it.
- You can also print the list by pressing [Report] (13). (See "Report and List Summary," on p. 7-2.)

12/03/2004 17:15 FAX 123 4567 CANON ☑001

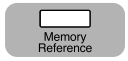
****
*** DOCUMENT MEMORY LIST ***
****

TX/RX NO	MODE	DESTINATION TEL/ID	PGS.	SET TIME	ST. TIME
0046	DELAYED TX	[* 01] Canon TOKYO	3	12/03 16:30	14:00
0047	DELAYED TX	[04] Canon ITALIA	2	12/03 16:37	14:05
0048	DEL SQ BDCST	[* 02] Canon FRANCE	1	12/03 16:42	14:07
		[01] Canon CANADA			14:07
0049	DEL SQ BDCST	[03] Canon GROUP 2	1	12/03 16:55	14:10

Resending a Document from Memory

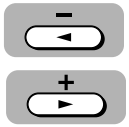
You can resend documents that are stored in memory. The machine stores faxes that are received but not printed due to a machine error (such as paper or toner has run out or a paper jam has occurred). It also stores documents that have not been transmitted due to a transmission error.

1 Press [Function].



2 Press [Memory Reference].

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

3 Press [◀] or [▶] to display <4.RESEND DOCUMENT>.

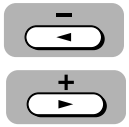
```
MEMORY REFERENCE
 4.RESEND DOCUMENT
```

NOTE

The document can also be resent if you select <2.MEMORY RETRANSMT>.

4 Press [Set].

```
RESEND DOCUMENT
TX/RX NO.          0051
```



5 Press [◀] or [▶] to display the transaction number (TX/RX NO.) of the document you want to resend.

```
RESEND DOCUMENT
TX/RX NO.          0053
```

6 Press [Set].

RESEND DOCUMENT SELECT LOCATIONS

TEL=

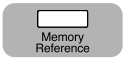
7 Enter the fax number → press [Set].

- For dialing methods, see “Dialing Methods,” on p. 3-4.
- Press [Set] twice if you use the numeric keys to dial the fax number.

Sending starts.

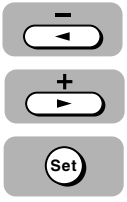
Printing a Document in Memory

1 Press [Function].



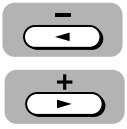
2 Press [Memory Reference].

MEMORY REFERENCE 1.DOC. MEMORY LIST



3 Press [◀] or [▶] to display <3.PRINT DOCUMENT> → press [Set].

MEMORY REFERENCE 3.PRINT DOCUMENT	→	PRINT DOCUMENT TX/RX NO. 0001



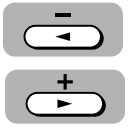
4 Press [◀] or [▶] to display the transaction number (TX/RX NO.) of the document you want to print.

PRINT DOCUMENT TX/RX NO. 0003

You can also enter the transaction number using the numeric keys.

5 **Press [Set].**

```
PRINT 1st PAGE ONLY?
 < YES          NO >
```



6 **Press [◀] (YES) to print the first page only, or press [▶] (NO) to print all the pages of the document.**

Printing starts.

NOTE

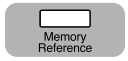
Pressing [◀] (YES) prints the first page when sending (this is the last scanned page, not the first page when scanning with the ADF).

7 **To continue printing other documents in memory, repeat the procedure from step 4.**

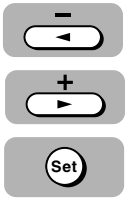
8 **Press [Stop/Reset] to return the machine to the Standby mode.**

Deleting a Document from Memory

1 **Press [Function].**



2 **Press [Memory Reference].**



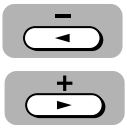
3 **Press [◀] or [▶] to display <5.DELETE DOCUMENT> → press [Set].**

```
MEMORY REFERENCE
 5.DELETE DOCUMENT
```

→

```
DELETE DOCUMENT
TX/RX NO.          0001
```

5 Special Sending and Receiving Features



4 Press [◀] or [▶] to display the transaction number (TX/RX NO.) of the document you want to delete.

```
DELETE DOCUMENT
TX/RX NO.          0004
```

You can also enter the transaction number using the numeric keys.

5 Press [Set].

The machine asks you to confirm that you want to delete the document.

```
OK TO DELETE?
 < YES          NO >
```

6 Press [◀] (YES) to delete the document.

The document is deleted.

- If you change your mind and want to keep the document in memory, press [▶] (NO).

7 To continue deleting other documents in memory, repeat the procedure from step 4.

8 Press [Stop/Reset] to return the machine to the Standby mode.

Customizing Fax Settings

6
CHAPTER

This chapter describes how to customize the fax settings of the machine using the Additional Functions menu system.

About Additional Functions 6-2
Accessing the Additional Functions Menu 6-2
Additional Functions Fax Settings 6-4
Common Settings 6-4
Fax Settings 6-6
User Settings 6-6
Report Settings 6-8
TX Settings 6-9
RX Settings 6-10
Printer Settings 6-11
System Settings 6-12
ADD. Registration 6-13
1-TOUCH SPD DIAL 6-13
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Group Dial 6-14
Print Lists 6-15
Count Check 6-15

About Additional Functions

The ADDITIONAL FUNCTIONS menus allow you to specify or register various settings. This section explains how to access the menus and describes the contents of the menus related to the fax functions.

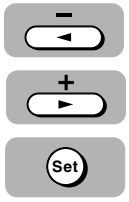
NOTE

- For details on copying functions and other COMMON SETTINGS menus, see Chapter 4, "Customizing Settings," in the *Reference Guide*.
- Before adjusting any settings, you may want to print the USER'S DATA LIST to check the current settings. (See "Checking the Registered Information," on p. 1-16.)

Accessing the Additional Functions Menu

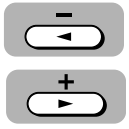
1 Press [Additional Functions] to display the menus.

The [Additional Functions] light blinks.



2 Press [◀] or [▶] to display the menu you want to change → press [Set].

ADDITIONAL FUNCTIONS 3.FAX SETTINGS	→	FAX SETTINGS 1.USER SETTINGS



3 Press [◀] or [▶] to display the submenu you want to change.

FAX SETTINGS 2.REPORT SETTINGS

Set

4 Press [Set].

REPORT SETTINGS
1.TX REPORT

NOTE

- For details on the submenus, see “Additional Functions Fax Settings,” on p. 6-4.
- Press [◀] or [▶] to select the setting or value you want → press [Set] to enter the setting.
- If you press [Stop/Reset] before [Set] is pressed, the item you have selected will not be registered.
- Press [Stop/Reset] to exit the ADDITIONAL FUNCTIONS menu.
- If you press [Additional Functions], the display returns to the previous screen.

Additional Functions Fax Settings

This section describes the fax settings only. For other menu items, see Chapter 4, "Customizing Settings," in the *Reference Guide*.

Common Settings

Setting Item	Description
DEFAULT SETTINGS	Selects which Standby mode display appears in the LCD display when the power cord is connected or the AUTO CLEAR function* activates.
COPY	The Copy mode is selected (default.).
FAX	The Fax mode is selected.
SW AFTER AUTO CLR	Selects whether the machine switches to the mode you set in <DEFAULT SETTINGS> after the <AUTO CLEAR> function* activates.
DEFAULT MODE	The machine automatically switches to the mode you set in <DEFAULT SETTINGS> after the <AUTO CLEAR> function* activates (default.).
CURRENT MODE	The machine does not automatically switch to the mode you set in <DEFAULT SETTINGS>, even after the <AUTO CLEAR> function* activates.
VOLUME CONTROL	Adjusts the volume of the unit.
1.KEYPAD VOLUME	Adjusts the keypad volume.
ON (default)	1 to 3 (1 is the default)
OFF	The volume is turned off.
2.ALARM VOLUME	Adjusts the alarm volume.
ON (default)	1 to 3 (1 is the default)
OFF	The volume is turned off.

* See Chapter 4, "Customizing Settings" in the *Reference Guide* for details.

Setting Item	Description
3.TX DONE TONE	Adjusts the volume of the done tone sounded when sending is complete.
ON	1 to 3 (1 is the default)
ERROR ONLY (default)	1 to 3 (1 is the default)
OFF	The volume is turned off.
4.RX DONE TONE	Adjusts the volume of the done tone sounded when reception is complete.
ON	1 to 3 (1 is the default)
ERROR ONLY (default)	1 to 3 (1 is the default)
OFF	The volume is turned off.
5.PRINTING END TONE	Adjusts the volume of the done tone sounded when printing is complete.
ON	1 to 3 (1 is the default)
ERROR ONLY (default)	1 to 3 (1 is the default)
OFF	The volume is turned off.
6.SCANNING END TONE	Adjusts the volume of the done tone sounded when scanning is complete.
ON	1 to 3 (1 is the default)
ERROR ONLY (default)	1 to 3 (1 is the default)
OFF	The volume is turned off.
7.CALLING VOLUME	Adjusts the calling volume.
	1 to 3 (2 is the default)
8.LINE MONITOR VOL.	Adjusts the line monitor volume.
ON (default)	1 to 3 (2 is the default)
OFF	The volume is turned off.

User Settings

This submenu allows you to specify the basic operation settings for the Fax mode.

Setting Item	Descriptions
1.TEL LINE SETTINGS	Specify the telephone line settings.
1.USER TEL NO.	Your telephone and fax number can be registered. (p. 1-14)
2.TEL LINE TYPE	Selects the telephone line type. (p. 1-10)
TOUCH TONE	The telephone line is set for touch-tone dialing (default).
ROTARY PULSE	The telephone line is set for rotary pulse dialing.
3.TX START SPEED	Sets the transmission speed for all documents you send. 33600bps (default)/14400bps /9600bps/7200bps/ 4800bps/2400bps
4.RX START SPEED	Sets the transmission speed for all documents you receive. 33600bps (default)/14400bps /9600bps/7200bps/ 4800bps/2400bps
2.UNIT NAME	You can register your name (or your company's name). (p. 1-14)
3.TX TERMINAL ID	Prints your ID (transmitting terminal ID) on each page you send. (p. 1-12)
1.TTI POSITION	OUTSIDE IMAGE: Terminal ID is printed outside the image border (default.). INSIDE IMAGE: Terminal ID is printed inside the image border.
2.TEL NUMBER MARK	Selects the prefix for the identification header number. FAX (default), TEL
4.DENSITY CONTROL	Set the density of the documents.
LIGHT	Set for dark documents.
STANDARD	Set for documents of normal density (default.).
DARK	Set for light documents.

Setting Item	Descriptions
5.PROG 1-TOUCH KEY	Programs a fax function into a one-touch key. The programmed fax function is executed by directly pressing the corresponding one-touch key. You do not need to press [Function] before pressing the one-touch key.
01 – 12	Select a one-touch key (01 to 12) in which you want to program the fax function.
USE	Uses the PROGRAM 1-TOUCH KEY function The following functions can be programmed: 1.REPORT 2.DELAYED TX 3.FAX MONITOR 4.MEMORY REFERENCE 5.BOOK SENDING
DO NOT USE	Disables the PROGRAM 1-TOUCH KEY function (default).
6.OFFHOOK ALARM	Enables/disables the offhook alarm that alerts you when the handset is not in the handset cradle.
ON	After reception, the offhook alarm sounds when the handset of extension telephone is left off the hook (default).
OFF	No offhook alarm.

Report Settings

This submenu allows you to specify the report settings.

Setting Item	Description
1.TX REPORT	Enables/disables automatic printing of a transmission report.
OUTPUT NO	No report is printed.
PRINT ERROR ONLY	Prints a report only when a transmission error occurs (default).
REPORT WITH TX IMAGE	If you select <PRINT ERROR ONLY> or <OUTPUT YES>. This setting enables/disables printing of the first page of the fax under the report.
ON	Prints the first page (default).
OFF	The first page is not printed.
OUTPUT YES	Prints a report every time you send a document.
2.RX REPORT	Enables/disables automatic printing of a reception report.
OUTPUT NO	No report is printed (default).
PRINT ERROR ONLY	Prints a report only if a reception error occurs.
OUTPUT YES	Prints a report every time you receive a document.
3.ACTIVITY REPORT	Enables/disables automatic printing of an ACTIVITY REPORT after every 20 transactions.
ON	Prints the ACTIVITY REPORT (default).
OFF	The ACTIVITY REPORT is not printed.

TX Settings

This submenu allows you to specify transmission functions.

Setting Item	Descriptions
1.ECM TX	ECM (Error Correction Mode) transmission is turned on or off.
ON	All transmissions are conducted with ECM if the other party's fax supports ECM (default).
OFF	ECM is turned off.
2.PAUSE TIME	Sets the length of the pause you insert into a dialing sequence. 1 to 15 SEC (2 SEC is the default)
3.AUTO REDIAL	Sets whether to perform automatic redialing when the other line is busy or there is no answer.
ON	Customizes the redial operation (default).
1.REDIAL TIMES	Sets the number of retries. 1 to 10 TIMES (2 TIMES is the default)
2.REDIAL INTERVAL	Sets the period of time between redialings. 2 to 99 MIN. (2 MIN. is the default)
3.TX ERROR RESEND	Redialing is attempted if a transmission error occurs.
ON	RESEND TX FROM: Sets the number of pages to be sent when redialing is attempted (default). ERROR & 1st PAGE (default), ERROR PAGE, ALL PAGES
OFF	Redialing is not attempted if a transmission error occurs.
OFF	After the first attempt at dialing fails, redialing is not attempted.
4.ERASE FAILED TX	Sets the ERASE FAILED TX function.
ON	The document is deleted from memory if a transmission error occurs (default).
OFF	The document is not deleted from memory stored in the machine even if a transmission error occurs.
5.TIME OUT	Enables/disables automatic scanning of documents after the fax number is entered using speed dialing.
ON	Scanning begins automatically in 5 or 10 seconds after you enter the phone number (default). (See "Sequential Broadcasting," on p. 3-20.)
OFF	Press [Start] to scan the document. Otherwise, the machine returns to the Standby mode after two minutes while the AUTO CLEAR function activates.

RX Settings

This submenu allows you to specify reception functions.

Setting Item	Description
1.ECM RX	ECM (Error Correction Mode) receiving is turned on or off.
ON	All receptions are conducted with ECM if the other party's fax supports ECM (default).
OFF	ECM is turned off.
2.FAX/TEL OPT.SET	When FaxTel has been set, optional settings are available.
1.RING START TIME	Sets the duration that the machine listens for a fax tone before ringing. 0 to 30 SEC (8 SEC is the default)
2.F/T RING TIME	Sets the length of time the machine rings to alert you of an incoming call. 15 to 300 SEC (15 SEC is the default)
3.F/T SWITCH ACTION	Selects the action taken after the F/T RING TIME expires.
RECEIVE	The machine switches to the fax receive mode automatically, and starts to receive the document (default).
DISCONNECT	The machine disconnects the call.
3.DRPD:SELECT FAX	Selects a ring pattern for when the machine receives faxes. (See "Distinctive Ring Pattern Detection Feature (DRPD) Options," on p. 4-8.)
NORMAL RING	The norrmal ring type of the telephone line.
DOUBLE RING	Two short rings at regular intervals (default).
SHORT-SHORT-LONG	Short-short-long rings at regular intervals.
SHORT-LONG-SHORT	Short-long-short rings at regular intervals.
OTHER RING TYPE	Patterns other than those described above.
4.INCOMING RING	When the machine is set to FaxOnly, selects whether the machine rings when it receives a call.
OFF	The machine does not ring when it receives a fax. (In the Energy Saver mode, the machine may ring one or two times (default).)
ON	The machine rings when it receives a fax if the handset or a telephone is connected.
RING COUNT	Sets the number of incoming rings before the machine answers. 1 to 99 times (2 times is the default).

Setting Item	Description
5.MAN/AUTO SWITCH	Sets the machine to switch to the document receive mode after ringing for a specified length of time in the manual receive mode.
OFF	The machine keeps ringing until someone answers the call manually with the handset or a connected extension telephone (default).
ON	F/T RING TIME: Sets the length of time that elapses before the machine switches to the document receive mode. 5 to 99 SEC (15 SEC is the default).
6.REMOTE RX	Receives from a remote telephone.
ON	Remote receiving is turned on (default).
REMOTE RX ID	You can dial a number code from the remote extension telephone to start receiving a document. A combination of two characters, using 0 to 9, ✳, or # is possible. (25 is the default ID.)
OFF	Remote receiving is turned off.

Printer Settings

This submenu allows you to specify print functions.

Setting Item	Description
1.RX REDUCTION	Receives images at a reduced size.
ON	Turns on image reduction (default).
1.RX REDUCTION	AUTO SELECTION: Automatically selects the reduction size (default). FIXED REDUCTION: Reduction size is preset. 97%, 95%, 90% (default), 75%
2.SELECT REDUCE DIR	VERTICAL ONLY: Reduction is performed in the vertical direction only (default). HORIZ & VERTICAL: Reduction is performed in the horizontal and vertical direction.
OFF	Image reduction is turned off.
2.PRINT IN ORDER	Sets the order of printing.
ON	Arranges received faxes in the order they were sent. Printing does not start until all pages are received (default).
OFF	Arranges received faxes in reverse page order.

Setting Item	Description
3.TONER SUPPLY LOW	Allows you to set how the machine responds when the toner supply is low.
KEEP PRINTING	The machine will keep printing until 80 pages are printed. Subsequent pages will be stored in memory. Reset to <RX TO MEMORY> after replacing the toner cartridge with a new one.
RX TO MEMORY	The machine receives all documents in memory (default).

System Settings

This submenu allows you to specify the functions of <FAX DEFAULT> and <LOCK PHONE>.

Setting Item	Description
1.FAX DEFAULT	Sets the FAX DEFAULT functions.
1.RESOLUTION	Sets the fax resolution.
OFF	The resolution set using [FAX Resolution] remains even after the AUTO CLEAR function activates (default).
STANDARD	Suitable for most text only documents.
FINE	Suitable for documents containing fine print.
PHOTO	Suitable for documents that contain photographs.
SUPER FINE	Suitable for documents that contain fine print and images (the resolution is four times that of STANDARD).
ULTRA FINE	Suitable for documents that contain fine print and images (the resolution is eight times that of STANDARD).
2.BOOK TX SCAN SIZE	Selects the scanning size for the book sending function. SHEET (default), LGL, LTR
2.LOCK PHONE	Sets the LOCK PHONE functions.
OFF	The telephone and fax transmission can be used normally (default).
ON	You can receive phone calls and you can send/receive faxes; you cannot make a telephone call.

1-TOUCH SPD Dial

This submenu allows you to register the information for one-touch speed dialing. (See “One-Touch Speed Dialing,” on p. 2-3.)

Setting Item	Description
1-TOUCH SPD DIAL	Selects a one-touch speed dialing key.
1.TEL NUMBER ENTRY	Registers the other party’s telephone number.
2.NAME	Registers the other party’s name.
3.OPTIONAL SETTING	The transmission time and the settings, including the registration of passwords and subaddresses, can be specified.
ON	The optional settings can be set.
1.TX TIME SETTING	Five transmission times can be specified. Setting procedure 1 Display the time setting number (1 to 5) by repeatedly pressing [◀] or [▶] ⟶ press [Set]. 2 Enter the hour and minute for the transmission time using the numeric keys ⟶ press [Set]. (Enter all four digits of the hour and minute settings. For example, enter “0905” for 9:05 a.m.) • If you make a mistake when entering the time, press [Function] ⟶ [Clear] ⟶ enter the correct time. Sending procedure 1 Place the document face down in the ADF or on the platen glass. 2 Press the one-touch speed dialing key containing the set transmission time. The document is scanned and stored in memory. The machine transmits the document at the transmission time. If you have set more than two transmission time settings, the document will be transmitted at the preset time closest to the time that the document has been scanned. Once you set the transmission time, the machine will transmit the document at the same time every day. Each day, you must press the one-touch speed dialing key containing the transmission time to enable sending. However, you cannot use the one-touch speed dialing key to send the document as usual, and cannot send the document any time unless you cancel the transmission time setting. To cancel the setting, press [Set] in <TX TIME SETTING> to select the preset time ⟶ press [Set] again ⟶ press [Function] ⟶ [Clear] ⟶ [Set]. The preset time is canceled.

Setting Item	Description
	If you have set more than two transmission time settings, repeat this procedure to delete all the preset times. Alternatively, when <OFF> is selected in <3. OPTIONAL SETTING>, the TX TIME SETTING and TX TYPE are canceled. You do not need to delete all of the preset times.
2.TX TYPE	REGULAR TX: For a normal transmission. SUBADDRESS TX: For a subaddress transmission. Registers passwords and subaddresses. POLLING RX: For a polling reception. Registers passwords and subaddresses.
OFF	No setting (default).

Coded SPD Dial

This submenu allows you to register the information for coded speed dialing. (See “Coded Speed Dialing,” on p. 2-8.)

To register coded speed dialing numbers, perform the same procedure as described in 1-TOUCH SPD DIAL.

Group Dial

This submenu allows you to register the information for group dialing. (See “Group Dialing,” on p. 2-14.)

Setting Item	Description
1.TEL NUMBER ENTRY	Registers the other party’s telephone numbers by specifying the one-touch speed dialing keys or speed dialing codes.
2.NAME	Registers the group’s name by specifying the one-touch speed dialing keys or speed dialing codes.
3.TX TIME SETTING	Sets the transmission time. Five transmission times can be specified. To set them, perform the same procedure as described in 1-TOUCH SPD DIAL.

Print Lists

Setting Item	Description
USER DATA	Prints out a list of items set or registered in the ADDITIONAL FUNCTIONS menu.
SPEED DIAL LIST	Prints the list of the fax/telephone numbers registered in the one-touch speed dialing keys, speed dialing codes, or for group dialing.
1.1-TOUCH LIST	Prints the numbers registered for one-touch speed dialing.
1.NO SORT	The list is not sorted.
2.SORT	The list is sorted.
2.CODED DIAL LIST	Prints the numbers registered for coded speed dialing.
1.NO SORT	The list is not sorted.
2.SORT	The list is sorted.
3.1-TOUCH (DETAIL)	Prints the details of the 1-TOUCH LIST.
1.NO SORT	The list is not sorted.
2.SORT	The list is sorted.
4.CODED (DETAIL)	Prints the details of the CODED DIAL LIST.
1.NO SORT	The list is not sorted.
2.SORT	The list is sorted.
5.GROUP DIAL LIST	Prints the list of the group dialing numbers.
CANCEL REPORT	Cancels the printout of the report.

Count Check

You can check the counter information (how many prints and copies have been made). (For details, contact your local authorized Canon dealer.)

Reports and Lists

7
CHAPTER

This chapter describes the reports and lists that you can generate with the machine.

Report and List Summary 7-2

Printing Reports 7-3

Activity Report 7-3

TX (Transmission) REPORT 7-5

MULTI TX/RX (Transaction) REPORT 7-6

RX (Reception) REPORT 7-6

Report and List Summary

The table below shows the reports and lists that can be printed from your machine. Refer to the pages indicated for more details.

Report or List	Description	Details
USER'S DATA LIST	Lists the current settings of your machine and the registered sender information.	p. 1-16
ACTIVITY REPORT	Shows recent facsimile transactions performed by your machine. You can enable or disable automatic printing of this report after every 20 transactions. You can also print the report manually at any time.	p. 7-3
TX (Transmission) REPORT	Prints after transmission of a document. You can enable or disable this feature, or set the machine to print this report only if an error occurs. You can also set the machine to print the first page of the document under the transmission report to remind you of the contents of the document.	p. 7-5
RX (Reception) REPORT	Prints after reception of a document. You can enable or disable this feature, or set the machine to print this report only if an error occurs.	p. 7-6
DOCUMENT MEMORY LIST	Lists the documents currently stored in the machine's memory.	p. 5-7
1-TOUCH LIST/ 1-TOUCH (DETAIL)	Lists the numbers and names registered under one-touch speed dialing keys.	pp. 2-19, 2-20
CODED DIAL LIST/ CODED (DETAIL)	Lists the numbers and names registered under speed dialing codes.	pp. 2-20, 2-21
GROUP DIAL LIST	Lists groups registered under one-touch speed dialing keys and speed dialing codes.	p. 2-21

Printing Reports

NOTE

Make sure that letter or legal size paper is loaded in the paper drawer. If a different paper size is loaded, the report or list cannot be printed. Also, the stack bypass cannot be used for printing the report or list.

Activity Report

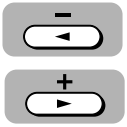
The machine is factory-set to automatically print an ACTIVITY REPORT after every 20 transactions. If you want to print an ACTIVITY REPORT before it is automatically printed, follow the steps below.

NOTE

- If you prefer not to print an ACTIVITY REPORT after every 20 transactions, set <ACTIVITY REPORT> to <OFF>. (See “Report Settings,” on p. 6-8.)
- You do not need to press [Function] in step 1 to execute the Report function if <REPORT> is programmed in <PROG 1-TOUCH KEY> (from the ADDITIONAL FUNCTIONS menu). (See “Fax Settings” on p. 6-6.)

1 Press [Function].

2 Press [Report].



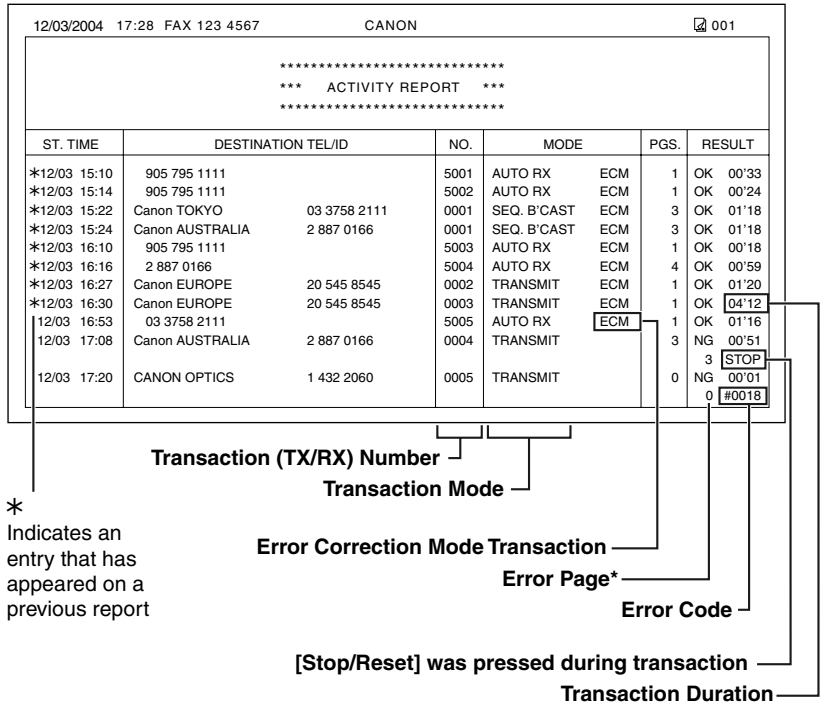
3 Press [◀] or [▶] to display <1.ACTIVITY REPORT>.

```
REPORT
  1.ACTIVITY REPORT
```

4 Press [Set].

The machine prints an ACTIVITY REPORT and returns to the Standby mode.

Transactions in an ACTIVITY REPORT are listed chronologically.



12/03/2004 17:28 FAX 123 4567 CANON 001

****
*** ACTIVITY REPORT ***
****

ST. TIME	DESTINATION TEL/ID		NO.	MODE		PGS.	RESULT
*12/03 15:10	905 795 1111		5001	AUTO RX	ECM	1	OK 00'33
*12/03 15:14	905 795 1111		5002	AUTO RX	ECM	1	OK 00'24
*12/03 15:22	Canon TOKYO	03 3758 2111	0001	SEQ. B'CAST	ECM	3	OK 01'18
*12/03 15:24	Canon AUSTRALIA	2 887 0166	0001	SEQ. B'CAST	ECM	3	OK 01'18
*12/03 16:10	905 795 1111		5003	AUTO RX	ECM	1	OK 00'18
*12/03 16:16	2 887 0166		5004	AUTO RX	ECM	4	OK 00'59
*12/03 16:27	Canon EUROPE	20 545 8545	0002	TRANSMIT	ECM	1	OK 01'20
*12/03 16:30	Canon EUROPE	20 545 8545	0003	TRANSMIT	ECM	1	OK 04'12
12/03 16:53	03 3758 2111		5005	AUTO RX	ECM	1	OK 01'16
12/03 17:08	Canon AUSTRALIA	2 887 0166	0004	TRANSMIT		3	NG 00'51
						3	STOP
12/03 17:20	CANON OPTICS	1 432 2060	0005	TRANSMIT		0	NG 00'01
						0	#0018

Transaction (TX/RX) Number

Transaction Mode

∗ Indicates an entry that has appeared on a previous report

Error Correction Mode Transaction

Error Page*

Error Code

[Stop/Reset] was pressed during transaction

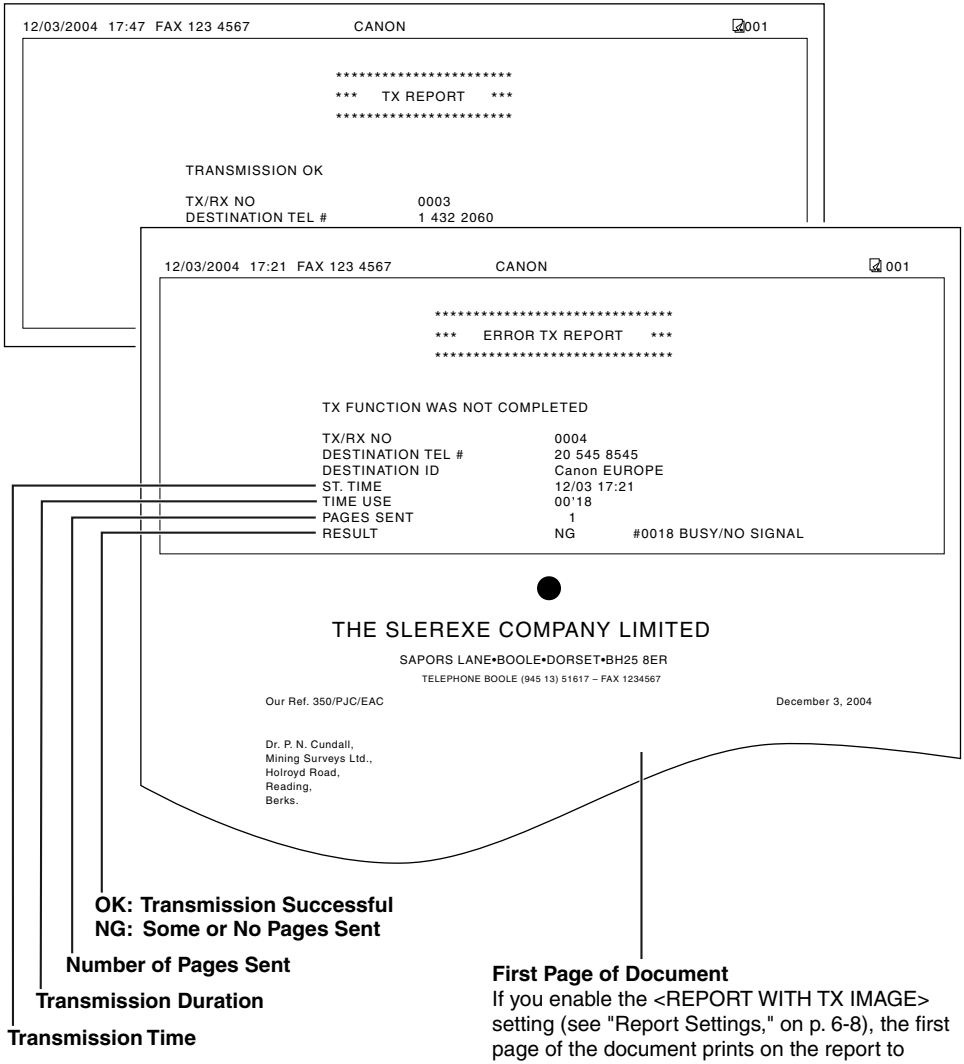
Transaction Duration

*** The number of pages that have been printed and the number of pages indicated on the report may not be the same.**

TX (Transmission) REPORT

The machine is factory-set to print a TX (transmission) REPORT only if an error occurs during sending. To change this setting, see “Report Settings,” on p. 6-8.

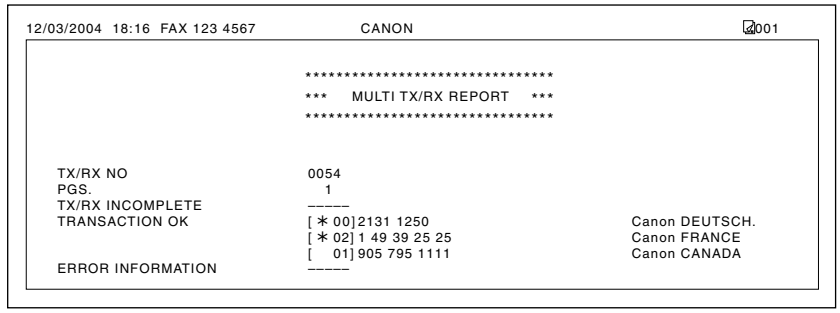
If you set the machine to print a report, a TX REPORT or an ERROR TX REPORT, a report similar to the ones shown below is printed, depending on the selected settings.



First Page of Document
If you enable the <REPORT WITH TX IMAGE> setting (see "Report Settings," on p. 6-8), the first page of the document prints on the report to remind you of the contents of the document.

MULTI TX/RX (Transaction) REPORT

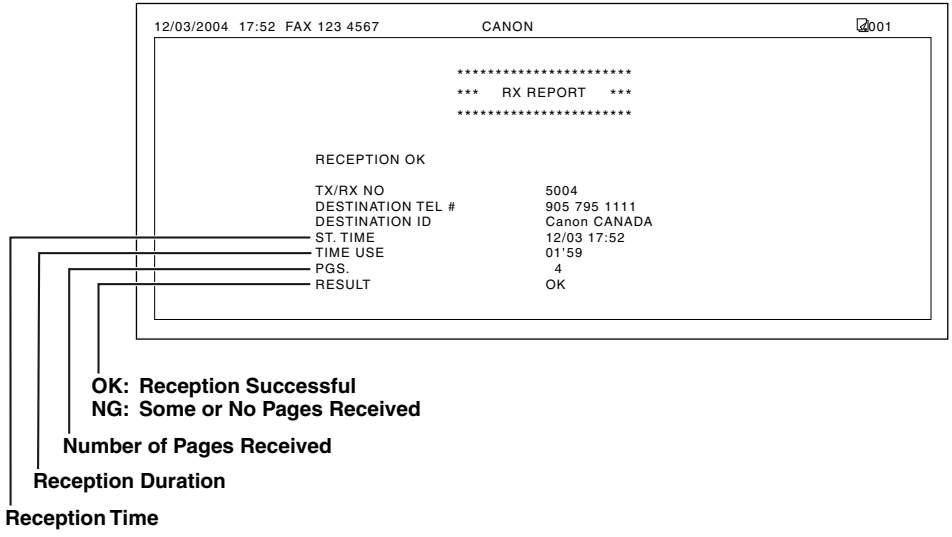
If the transmission was a sequential broadcast, a MULTI TX/RX (transaction) REPORT similar to the one shown below is printed. This report will also be printed if you select <OUTPUT YES> under <TX REPORT> in Report Settings.



RX (Reception) REPORT

The machine is factory-set not to print an RX (reception) REPORT even if an error occurs during reception. To change this setting, see “Report Settings,” on p. 6-8.

If you set the machine to print a report, an RX REPORT similar to the one shown below is printed.



Troubleshooting

8
CHAPTER

This chapter describes the LCD display messages and the corrective actions you can take in the event that trouble occurs.

List of LCD Display Messages 8-2

If Trouble Occurs 8-4

- Sending Documents 8-4
- Receiving Documents 8-6
- Using the Telephone 8-9

If a Power Outage Occurs 8-10

If You Cannot Solve the Problem 8-11

List of LCD Display Messages

The following messages are displayed on the LCD display when the machine performs a function or encounters an error. This section describes messages related to fax functions only. For other messages, see Chapter 6, "Troubleshooting," in the *Reference Guide*.

CHANGE DOCUMENT

Cause When using the platen glass to send documents in the Book Sending mode, you pressed [Start] without changing the document.

Remedy Place the next document on the platen glass → press [Start].

DOCUMENT TOO LONG

Cause 1 The document is longer than 14" (356 mm), or is not feeding correctly.

Remedy Reduce the length of the document to within 14" (356 mm), and then copy or resend it.

Cause 2 The ADF roller rotates without feeding documents.

Remedy Fan the edges of the document that will feed into the machine first, then tap the edges on a flat surface to even the stack.

HANG UP PHONE

Cause The handset is not placed in the handset cradle correctly.

Remedy Replace the handset correctly.

INCORRECT PAPER SIZE

Cause The size of the paper in the paper drawer and that specified in <DRAWER PAPER SIZE> (from the ADDITIONAL FUNCTIONS menu) are different. This message is displayed when the report or the received document is output.

Remedy Load the correct paper size or change the DRAWER PAPER SIZE setting in <ADDITIONAL FUNCTIONS>. (See Chapter 4, "Common Settings," in the *Reference Guide*.) Then, reset the machine by sliding the platen unit to the left and then back to its original position.

MEM IN USE nn %

Cause Shows the percentage of memory currently in use.

Remedy Wait for the machine to send any faxes in memory. Also, print or delete any documents in memory you no longer need. (See “Printing a Document in Memory,” on p. 5-9, and “Deleting a Document from Memory,” on p. 5-10.)

MEMORY FULL

Cause Memory becomes full during document scanning.

Remedy 1 Divide the document into parts or select a lower fax resolution.

Remedy 2 If you need more space, wait for the machine to send any faxes. Also, print or delete any documents in memory you no longer need. (See “Printing a Document in Memory,” on p. 5-9, and “Deleting a Document from Memory,” on p. 5-10.)

If the machine’s memory becomes full while scanning documents using the ADF, the document being scanned stops in the ADF. Press [Set] to release the document automatically.

NO TEL #

Cause The one-touch speed dialing key or speed dialing code you entered has not been registered.

Remedy Register the one-touch speed dialing key or speed dialing code. (See “One-Touch Speed Dialing,” on p. 2-3, or “Coded Speed Dialing,” on p. 2-8.)

RECEIVED IN MEMORY

Cause The machine received the fax in memory because paper or toner ran out, or a paper jam occurred.

Remedy Load paper in the paper drawer, replace the toner cartridge, or clear the paper jam.

TX/RX NO. nnnn

Cause When the machine sends or receives a fax, it assigns a unique identification number (nnnn). The identification number (nnnn) does not appear in the standby display. It appears when scanning documents, pressing [Fax Monitor] or [Memory Reference], or receiving faxes in the Manual mode or memory.

Remedy Write the number down for future reference.

If Trouble Occurs

If an error occurs during faxing or receiving, check the following points.

Sending Documents

You cannot send a fax.

Cause 1 The machine may have overheated.

Remedy Disconnect the machine, and let it cool for about 10 minutes. Reconnect the machine and try sending again.

Cause 2 The machine may not be set for the type of telephone line in use (pulse/tone).

Remedy Make sure the machine is set for the correct telephone line type. (See “Checking and Setting the Telephone Line Type,” on p. 1-10.)

Cause 3 The document may not have been loaded properly.

Remedy Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. (See Chapter 2, “Document Handling,” in the *Reference Guide*.)

Cause 4 The one-touch speed dialing key or speed dialing code you entered may not be registered for the feature you want to use.

Remedy Make sure the one-touch speed dialing key or speed dialing code is registered correctly. (See Chapter 2, “Speed Dialing.”)

Cause 5 You have dialed or have been provided with an incorrect number.

Remedy Check that you have the correct number and dial the number again.

Cause 6 The other party’s fax machine may be out of paper.

Remedy Call the other party and ask them to make sure that paper is loaded in their fax machine.

Cause 7 There may be other documents being sent from memory.

Remedy Allow time for those documents to finish sending.

Cause 8 An error may have occurred during sending.

Remedy Print an ACTIVITY REPORT and check for an error. (See “Activity Report,” on p. 7-3.)

Cause 9 The telephone line may not be working properly.

Remedy Make sure there is a dial tone when you lift the handset of the telephone connected to the machine. If there is no dial tone, contact your local telephone company.

Cause 10 The receiving fax machine may not be a G3 fax machine.

Remedy Make sure the receiving fax machine is compatible with your machine (G3 fax machine).

Cause 11 The other party's telephone may be busy or the other party's fax machine may not be working properly or may be turned OFF. Or, <BUSY/NO SIGNAL> is shown on the ERROR TX REPORT.

Remedy 1 Try sending the document at a later time.

Remedy 2 Contact the other party and have them check their fax machine.

Cause 12 The receiving fax machine did not answer within 55 seconds (after all automatic redialing attempts).

Remedy Contact the other party and have them check their fax machine. For an overseas call, add pauses to the registered number. (See "Overseas Dialing (With Pauses) ," on p. 5-2.)

Faxes sent from the machine are spotted or dirty.

Cause 1 The receiving fax machine may not be working properly.

Remedy Check the machine by making a copy. If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the platen glass or the rollers inside the main unit. (See Chapter 5, "Routine Maintenance," in the *Reference Guide*.)

Cause 2 The document may not have been loaded properly.

Remedy Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. (See Chapter 2, "Document Handling," in the *Reference Guide*.)

Cannot send using the Error Correction Mode (ECM).

Cause 1 The other party's fax machine may not support ECM.

Remedy If the other party's fax machine does not support ECM, then the document is sent in the normal mode without error checking.

Cause 2 ECM may be disabled.

Remedy Make sure ECM is on. (See "TX Settings," on p. 6-9.)

Errors occur frequently while sending.

Cause The telephone lines may be in poor condition, or you may have a bad connection.

Remedy Select a slower the transmission speed. (See "User Settings," on p. 6-6.)

Receiving Documents

Cannot receive a fax automatically.

Cause 1 The machine may not be set to receive automatically.

Remedy For the machine to receive faxes automatically, the receive mode must be set to <FaxTel>, <FaxOnly>, <AnsMode>, or <DRPD>. If you have set <AnsMode>, confirm that an answering machine is connected to the machine, and that it is turned on with a properly recorded outgoing message. (See “Setting the Receive Mode,” on p. 4-3.)

Cause 2 The machine’s memory is full.

Remedy Print out or delete any documents stored in memory to free up space. (See “Memory Features,” on p. 5-6.)

Cause 3 An error may have occurred during reception.

Remedy Print an ACTIVITY REPORT and check for an error. (See “Activity Report,” on p. 7-3.)

Cause 4 The telephone line may not be connected properly.

Remedy Make sure that all line connections are secure.

The machine does not switch automatically between telephone and fax reception.

Cause 1 The machine may not be set to switch automatically between telephone and fax reception.

Remedy For the machine to switch automatically, the receive mode must be set to <FaxTel>, <AnsMode>, or <DRPD>. If you have set <AnsMode>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See “Setting the Receive Mode,” on p. 4-3.)

Cause 2 In the Manual mode, <MAN/AUTO SWITCH> from the ADDITIONAL FUNCTIONS menu may be set to <OFF>.

Remedy Make sure <MAN/AUTO SWITCH> is set to <ON>. (See “RX Settings,” on p. 6-10.)

Cause 3 The sending fax machine cannot send the CNG (Calling Tone) signal that tells the machine that the incoming signal is a fax.

Remedy Some fax machines cannot send the CNG (Calling Tone) signal that tells your machine the incoming call is a fax. In such a case, you have to receive the fax manually. (See “Receiving Documents Manually,” on p. 4-10.)

Cannot receive a document manually.

Cause You may have disconnected the call by pressing [Start] or dialing the remote receiving ID after hanging up the handset.

Remedy 1 Always press [Start] or dial the remote receiving ID before hanging up the handset. Otherwise, you will disconnect the call.

Remedy 2 When your telephone line uses rotary pulse dialing, switch to tone dialing on your telephone before dialing 25 (the remote receiving ID).

Print quality is poor.

Cause 1 You may not be using the correct type of paper.

Remedy Make sure you load paper that meets the paper requirements for the machine. (See Chapter 2, “Document Handling,” in the *Reference Guide*.)

Cause 2 The sending fax machine may not be functioning properly.

Remedy The sending fax machine usually determines the fax’s quality. Call the sender and have them make sure the scanning glass on their fax machine is clean.

Cause 3 ECM (Error Correction Mode) may be disabled.

Remedy Make sure ECM is on. (See “RX Settings,” on p. 6-10.)

Faxes do not print.

Cause 1 The drum or toner cartridge may not be installed properly.

Remedy Make sure the drum or toner cartridge is installed properly. (See Chapter 5, “Routine Maintenance,” in the *Reference Guide*.)

Cause 2 The toner in the toner cartridge may be low.

Remedy 1 Replace the toner cartridge if necessary. (See Chapter 5, “Routine Maintenance,” in the *Reference Guide*.)

Remedy 2 Select <KEEP PRINTING> from the TONER SUPPLY LOW function. The machine will print up to 80 pages of the document. (See “Printer Settings,” on p. 6-11.)

Cause 3 The waste toner in the drum unit is full.

Remedy Call your local authorized Canon dealer, and replace it with a new one.

Cause 4 No paper may be loaded in the paper drawer.

Remedy Make sure that paper is loaded in the paper drawer.

Faxed images are blotched or uneven.

Cause 1 The telephone lines may be in poor condition, or you may have a bad connection.

Remedy ECM (Error Correction Mode) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, set a slower rate for the reception speed. Then, call the sender to resend the document. (See “User Settings,” on p. 6-6.)

Cause 2 The sending fax machine may not be functioning properly.

Remedy The sending fax machine usually determines the fax’s quality. Call the sender and have them make sure the scanning glass on their fax machine is clean.

Cannot receive using ECM (Error Correction Mode).

Cause 1 The other party’s fax machine may not support ECM.

Remedy If the other party’s fax machine does not support ECM, the document will be received in the normal mode without error checking.

Cause 2 ECM may be disabled.

Remedy Make sure ECM is on. (See “RX Settings,” on p. 6-10.)

Errors occur frequently while receiving.

Cause 1 The telephone lines may be in poor condition, or you may have a bad connection.

Remedy Slow down the reception speed. (See “User Settings,” on p. 6-6.)

Cause 2 The sending fax machine may not be functioning properly.

Remedy Call the sender and have them check that their fax machine is functioning properly.

You cannot dial.

Cause 1 The telephone line may not be connected properly.

Remedy Make sure that all line connections are secure.

Cause 2 The machine may not be set for the type of telephone line in use (pulse/tone).

Remedy Make sure the machine is set for the correct telephone line type. (See “Checking and Setting the Telephone Line Type,” on p. 1-10.)

Cause 3 The LOCK PHONE function may be set to <ON>.

Remedy Make sure that the LOCK PHONE function is set to <OFF>. (See “System Settings,” on p. 6-12.)

The telephone disconnects while you are talking.

Cause The telephone line may not be connected securely.

Remedy Check that the modular cords are connected securely to the jacks on the machine, the telephone jack on your wall, and the connecting jack on your telephone.

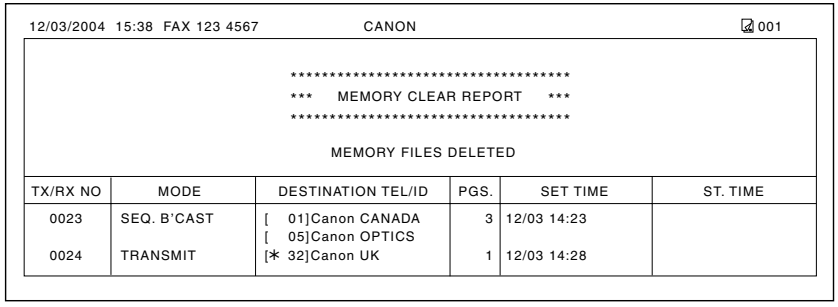
If a Power Outage Occurs

If power is suddenly lost due to an outage or if the machine is accidentally unplugged, a built-in battery retains the user data settings and the speed dialing settings. Any sent or received documents stored in memory are backed up for about two hours.

During a power outage, functions are limited as follows:

- You cannot send, receive, or copy documents.
- You can make or receive calls.

When power is restored to the machine, the machine will automatically print a list of documents that were stored in memory at the time of the power outage.



12/03/2004 15:38 FAX 123 4567 CANON 001

****

*** MEMORY CLEAR REPORT ***

****

MEMORY FILES DELETED

TX/RX NO	MODE	DESTINATION TEL/ID	PGS.	SET TIME	ST. TIME
0023	SEQ. B'CAST	[01]Canon CANADA [05]Canon OPTICS	3	12/03 14:23	
0024	TRANSMIT	[* 32]Canon UK	1	12/03 14:28	

NOTE

- Make sure that letter size paper is loaded in the paper drawer. If a different paper size is loaded, the report will not be printed. Also, you cannot use the stack bypass to print the report.
- If there is no paper in the paper drawer or no toner in the toner cartridge when power is restored, the MEMORY CLEAR REPORT is not printed.

If You Cannot Solve the Problem

If you have a problem with your machine that cannot be resolved by referring to the information in this chapter or the *Reference Guide*, contact your local authorized Canon dealer.

Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem. For details on contacting your local authorized canon dealer, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.

Appendix

9
CHAPTER

This chapter includes the specifications of the machine and the index.

Specifications 9-2
Facsimile 9-2
Telephone 9-3
Index 9-4

Specifications

Specifications are subject to change without notice for product improvement or future releases.

Facsimile

Applicable Line	PSTN (Public Switched Telephone Network)
Compatibility	G3
Data Compressing System	MH, MR, MMR, JBIG
Modem Speed	33.6/31.2/28.8/26.4/24/21.6/19.2/16.8/14.4/12/ 9.6/7.2/4.8/2.4 Kbps Automatic fallback
Transmission Speed	Approximately 3 seconds/page* at 33.6 Kbps, ECM-MMR, transmitting from memory * Based on ITU-T No. 1 Chart, Standard mode.
Scanning Image Processing	UHQ (Ultra High Quality) image enhancement
Transmission/Reception Memory	Transmission: Maximum approximately 255 pages* Reception: Maximum approximately 255 pages* * Based on ITU-T No. 1 Chart, Standard mode.
Fax Scanning Speed	Approximately 3.2 seconds/page* * Based on Standard mode.
Fax Resolution	STANDARD: 203 pels/in. × 98 lines/in. (8 pels/mm × 3.85 lines/mm) FINE: 203 pels/in. × 196 lines/in. (8 pels/mm × 7.7 lines/mm) SUPER FINE: 203 pels/in. × 392 lines/in. (8 pels/mm × 15.4 lines/mm) ULTRA FINE: 406 pels/in. × 392 lines/in. (16 pels/mm × 15.4 lines/mm)

Dialing

- Automatic dialing
  - One-touch speed dialing (12 destinations)
  - Coded speed dialing (100 destinations)
  - Group dialing (Max. 111 destinations)
  - Directory dialing
- Regular dialing
- Automatic redialing
- Manual redialing

Networking

- Sequential broadcast (Max. 122 destinations)
- Automatic reception
- Automatic Fax/Tel switchover
- Remote reception by telephone (Default ID: 25)
- No ring reception
- ECM deactivation
- DRPD (Distinctive Ring Pattern Detection)
- ACTIVITY REPORT (after every 20 transactions)
- No report delivery
- TTI (Transmit Terminal Identification)

Telephone

Connection

Telephone/answering machine (CNG (Calling Tone) detecting signal)/data modem

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MEMO

MEMO

MEMO

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